# POTTSBORO INDEPENDENT SCHOOL DISTRICT

# ADVANCED TRAVEL REQUEST

|  |  |
| --- | --- |
| GROUP / PERSONS |  |
| FUNCTION ATTENDING | Click here to enter text. |
| DATE(S) |  |  |
| LOCATION | location |  |

**REGISTRATION MUST BE SUBMITTED ON A PURCHASE ORDER PO#**

|  |  |
| --- | --- |
|  | TOTAL |
| HOTEL: |  | PHONE: |   |  |
| # OF NIGHTS: |  |  | RATE $: |  | CITY TAX RATE ONLY: |  |   |
| PARKING: |  |  | # OF DAYS: |   |   |
| AIRFARE: |   | AIRLINE: |   |   |
| MISCELLANEOUS EXPENSES: |   |   |
| TRANSPORTATION SCHOOL VEHICLE: | Yes / No |  | PERSONAL VEHICLE: | Yes / No |  |
| MILEAGE: |   | MILES @ 62.5 CENTS PER MILE (*REIMBURSED ONLY IF SCHOOL TRANSPORTATION IS UNAVAILABLE – DENIED TRANSPORTATION REQUEST MUST BE ATTACHED*) *02/2017* |   |

1. Insert $12.00 for each meal on all days attending.
2. For auto calculation and updates of daily totals, right-click on the $0.00 and click “Update Field”.

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| EMPLOYEE MEALS: | OVERNIGHT & DAY TRIPS W/STUDENTS $42.00 PER DAY- $12.00 Breakfast (leave before 6:00 am), $15.00 lunch (leave before 11:00 am, return before 1:00 pm) and dinner (leave before 5:00 pm, return after 7:00 pm) |
|  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | **NO. OF PERSONS** | **DAILY MEAL TOTAL** |
| **BREAKFAST** | Meal |   |  |   |  | Meal |   |   | $ 0.00 |
| **LUNCH** |   |   |  |   |  |   |   |   | $ 0.00 |
| **DINNER** |   |   |   |   |  |   |   |   | $ 0.00 |

1. Insert the proper amount as indicated below for each meal on all days attending.
2. For auto calculation and updates of daily totals, right-click on the $0.00 and click “Update Field”.

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| STUDENT MEALS | OVERNIGHT/DAY TRIPS ($12 per meal)  |
|  | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY | **NO. OF STUDENTS** | **DAILY MEAL TOTAL** |
| **BREAKFAST** |   |   |   |   |   |   |   |   | $ 0.00 |
| **LUNCH** |   |   |   |   |   |   |   |   | $ 0.00 |
| **DINNER** |   |   |   |   |   |   |   |   | $ 0.00 |

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| --- |
| CODING-FOR ADMIN ONLY |
| FUND | FNC | OBJECT | S/O | ORG | FY | PRGM | **TOTAL AMOUNT** |
|  |  |  |   |   |   |   |   |
|   |   |   |   |   |   |   |   |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |   |  |   |   |
| PRINCIPAL / SUPERVISOR | DATE |  | CENTRAL ADMINISTRATION | DATE |