

Hereford Independent School District

EMPLOYEE REQUEST FOR PERMISSION TO TRAVEL

October 2010

Please attach a copy of this form to the appropriate purchase order(s)

Title of Meeting _____
Reason for Travel (CIP/DIP/NCLB Goal #, other reason) _____
Date(s) of Travel _____
Place of Meeting _____
Person(s) Attending _____

The following information is required:

<p style="text-align: center;">Mileage or Airfare</p> <p>(If using a district vehicle/bus, attach a copy of this form to your transportation request. All district travel compensation is paid at "best rate", the lower of airfare or mileage.)</p>	<p>School Vehicle: _____ x .40 = \$_____</p> <p style="text-align: right; margin-left: 150px;">Miles Total</p> <p>Air Travel: _____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># persons fare Total</p> <p><u>Attachments needed.</u></p>																																								
<p style="text-align: center;">Room(s)</p> <p>(\$85/person is state limit – we pay no Texas state tax, we do pay all city taxes and out of state taxes – attach all documentation)</p>	<p style="text-align: right; margin-left: 150px;">_____ x _____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># nights rate # rooms Total</p> <p><u>Receipts/Attachments needed.</u></p>																																								
<p style="text-align: center;">Meal(s)</p> <p>(Actual itemized receipts, not to exceed district calculated rate)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Breakfast</td> <td style="width: 10%;">7.00</td> <td style="width: 5%;">x</td> <td style="width: 10%;">_____</td> <td style="width: 5%;">x</td> <td style="width: 10%;">_____</td> <td style="width: 5%;">=</td> <td style="width: 10%;">_____</td> </tr> <tr> <td>Lunch</td> <td>10.00</td> <td>x</td> <td>_____</td> <td>x</td> <td>_____</td> <td>=</td> <td>_____</td> </tr> <tr> <td>Dinner</td> <td>13.00</td> <td>x</td> <td>_____</td> <td>x</td> <td>_____</td> <td>=</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"># persons</td> <td></td> <td style="text-align: right;"># days</td> <td></td> <td style="text-align: right;">subtotal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total \$ _____</td> </tr> </table> <p><u>Itemized Receipts needed.</u></p>	Breakfast	7.00	x	_____	x	_____	=	_____	Lunch	10.00	x	_____	x	_____	=	_____	Dinner	13.00	x	_____	x	_____	=	_____				# persons		# days		subtotal								Total \$ _____
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							Total \$ _____																																		
<p style="text-align: center;">Registration</p> <p>(Attach all registration forms)</p>	<p style="text-align: right; margin-left: 150px;">_____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># persons amount Total</p> <p><u>Registration Form needed.</u></p>																																								
<p style="text-align: center;">Miscellaneous</p> <p>(These items are reimbursed with receipts: Rental car, taxi, shuttle, parking, other. Books and materials are campus items – plan ahead with a PO)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Rental</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(est.)</td> </tr> <tr> <td>Parking</td> <td>_____</td> <td>(est.)</td> </tr> <tr> <td>Cab/Shuttle</td> <td>_____</td> <td>(est.)</td> </tr> <tr> <td>Other</td> <td>_____</td> <td>(est.)</td> </tr> </table> <p><u>Receipts/Attachments needed.</u></p>	Rental	_____	(est.)	Parking	_____	(est.)	Cab/Shuttle	_____	(est.)	Other	_____	(est.)																												
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Other	_____	(est.)																																							
<p>Total (Checks are written on Thursday only)</p>	<p>\$_____</p>																																								

How will this travel improve student achievement? _____

How will what you learn be embedded into practice on your campus/department? _____

Requested by _____ **Date** _____

Supervisor (Principal-Director) _____ **Date** _____

Administrator _____ **Date** _____
(Superintendent if Out-of-State)

Account Code(s): _____ **Person Completing Code(s)** _____

