

Complete form with all necessary signatures and codes no less than 10 business days prior to travel

## Hereford Independent School District STUDENT TRAVEL REQUEST FORM

*Please attach a copy of this form to EACH purchase order requisition and transportation request*

**Type of Travel**  Field Trip  Competition  Beyond District  Other \_\_\_\_\_

**Name of Activity and Destination** \_\_\_\_\_

**Date & Time of Departure** \_\_\_\_\_ **Date & Time of Return** \_\_\_\_\_

**Staff Attending** (10:1 ratio required) \_\_\_\_\_

**Number of Students** \_\_\_\_\_

*The following information is required:*

<p style="text-align: center;"><b>Mileage or Airfare</b></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: <input type="checkbox"/> # of Buses <input type="checkbox"/> # of Vehicles</p> <p style="text-align: right;">Approximate expense: _____</p> <p>Air Travel: _____ x _____ = _____</p> <p style="text-align: right;"># persons      fare      Total</p> <p><b><u>Attachment needed.</u></b></p>																																								
<p style="text-align: center;"><b>Room(s)</b></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;">_____ x _____ x _____ x _____ = _____</p> <p style="text-align: right;"># nights      rate      # rooms      Total</p> <p><b><u>Receipts/Attachments needed.</u></b></p>																																								
<p style="text-align: center;"><b>Staff Meal(s)</b></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><b><u>Itemized receipts needed.</u></b></p>	Breakfast	7.00	x	_____	x	_____	=	_____	Lunch	10.00	x	_____	x	_____	=	_____	Dinner	13.00	x	_____	x	_____	=	_____				# persons		# days		subtotal								Total _____
Breakfast	7.00	x	_____	x	_____	=	_____																																		
Lunch	10.00	x	_____	x	_____	=	_____																																		
Dinner	13.00	x	_____	x	_____	=	_____																																		
			# persons		# days		subtotal																																		
							Total _____																																		
<p style="text-align: center;"><b>Student Meal(s)</b></p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Meals</td> <td style="width: 10%;">6.00</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></td> <td></td> <td></td> <td style="text-align: right;"># of meals</td> <td></td> <td style="text-align: right;"># persons</td> <td></td> <td style="text-align: right;">Total</td> </tr> </table>	Meals	6.00	x	_____	x	_____	=	_____				# of meals		# persons		Total																								
Meals	6.00	x	_____	x	_____	=	_____																																		
			# of meals		# persons		Total																																		
<p style="text-align: center;"><b>Registration or Entry Fee</b></p> <p>(Attach all registration forms)</p>	<p style="text-align: right;">_____ x _____ = _____</p> <p style="text-align: right;"># persons      amount      Total</p> <p><b><u>Attachments needed.</u></b></p>																																								
<p style="text-align: center;"><b>Miscellaneous</b></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>	<p><b><u>Receipts/Attachments needed.</u></b></p>																																								
<p><b>Total</b></p> <p>(It is the responsibility of the requestor to complete all arrangements &amp; arrange for payment/invoice/check/etc.)</p>																																									
<p><b>Amount of Advance Requested</b></p> <p>(Checks are written on Thursday only)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amount:</td> <td style="width: 50%;">Payable to:</td> </tr> <tr> <td>Amount:</td> <td>Payable to:</td> </tr> <tr> <td>Amount:</td> <td>Payable to:</td> </tr> </table>	Amount:	Payable to:	Amount:	Payable to:	Amount:	Payable to:																																		
Amount:	Payable to:																																								
Amount:	Payable to:																																								
Amount:	Payable to:																																								

**For Field Trips Only:**

**What is the CIP/DIP/NCLB Goal or other Reason for this trip?** \_\_\_\_\_

**How does this trip improve student achievement?** \_\_\_\_\_

\_\_\_\_\_

**Requested by** \_\_\_\_\_

**Date** \_\_\_\_\_

**Supervisor** (Principal / Director) \_\_\_\_\_

**Date** \_\_\_\_\_

**If more than 150 miles** (Superintendent) \_\_\_\_\_

**Date** \_\_\_\_\_

Account Code(s)

\_\_\_\_\_

\_\_\_\_\_

Person completing code(s)

\_\_\_\_\_

\_\_\_\_\_