

**BIG SANDY INDEPENDENT SCHOOL DISTRICT**

**STAFF TRAVEL REQUEST**

All travel must follow district approved travel procedures

***THIS FORM MUST BE COMPLETED IN ITS ENTIRETY (Vendor and hotel addresses)***

Name \_\_\_\_\_ Travel Date(s) \_\_\_\_\_

Destination/Conference/Workshop Attending \_\_\_\_\_

REGISTRATION \$ \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Address: \_\_\_\_\_

Requisition # \_\_\_\_\_ City, Zip Code: \_\_\_\_\_

HOTEL \$ \_\_\_\_\_ Vendor Name: \_\_\_\_\_ Citibank

Complete hotel information below:

Requisition # \_\_\_\_\_ Name of Hotel: \_\_\_\_\_

Address: \_\_\_\_\_

City, Zip Code \_\_\_\_\_

MEALS \$ \_\_\_\_\_ Meals will be reimbursed at the daily per diem rate of \$59.

*(If you depart after 7 am breakfast is not reimbursed; if you return before 7 pm dinner is not reimbursed.)*

Requisition # \_\_\_\_\_

Total estimated expenses for this trip: \$ \_\_\_\_\_

Percent/Amount

BUDGET CODE(S): \_\_\_\_\_ \$ \_\_\_\_\_

\$ \_\_\_\_\_

Upon approval of the registration and hotel requisitions, the employee may check out their Citibank card in the Business Office and charge their registration and reserve their hotel room(s).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Principal/Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_