

**BIG SANDY INDEPENDENT SCHOOL DISTRICT
EMPLOYEE TRAVEL EXPENSE SUMMARY**

Person/Pay To:						
Name		Campus/Department				
Event		Destination City				
	Dates and Times		You must attach a Google Map to be reimbursed for mileage			
Departure	Date:	Time:				
Return	Date:	Time:				
Budget codes required for reimbursement:		MEALS/PER DIEM				
ACCOUNT NUMBER(S)	AMOUNT	Meals are reimbursed at a maximum of \$59 per day. If you depart after 7 am, breakfast is not eligible for reimbursement. If you return before 7 pm, dinner is not eligible for reimbursement. Meals allowances are only provided for overnight trips.				
		ENTER AMOUNT OF EACH MEAL			AMOUNTS	
			Breakfast	Lunch		Dinner
		Day 1				
		Day 2				
		Day 3				
		Day 4				
		Day 5				
		Day 6				
		Day 7				
PERSONAL TRANSPORTATION		TOTALS				
Current BSISD reimbursement rate: \$0.625 per mile		ACTUAL MILEAGE				
LODGING EXPENSES - Paid to Citibank (Receipts Required)		BSISD will not pay for state taxes				
OTHER EXPENSES						
Texas Hotel Occupancy Tax Exemption certificates are available online, at each campus office and at the business office. Exemption certificate must be presented at hotel check-in and verified on the final bill. ** Parking is exempt from state sales tax whether charged to the room or by a third party. Be sure to present the sales tax exemption form as needed. ** State taxes CANNOT be reimbursed.						
Request Submitted By: (Employee Signature)		Date		Employee signature certifies the amount for meal reimbursement (up to \$59 per day) is the amount spent.		
Supt./Asst. Supt./Principal/Director Approval		Date				
Business Office Approval		Date		Requested Reimbursement		