

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:				
Bugdet 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				
			Breakfast	Lunch	Dinner	AMOUNTS
		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						
<p>Texas Hotel Occupancy Tax Exemption certificates are available online, at each campus office and at the business office.</p> <p>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.</p> <p>** State taxes CANNOT be reimbursed.</p>						
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			