



NORTH ZULCH ISD

2023-24 STUDENT TRAVEL EXPENSE REPORT

MUST OBTAIN TAX EXEMPT CERTIFICATE PRIOR TO THE TRIP OR STATE TAXES BECOME REQUESTOR'S RESPONSIBILITY

NAME: _____ DATE OF EVENT: _____

EVENT NAME: _____

DESTINATION: _____ PURPOSE OF TRIP _____

NUMBER OF PEOPLE TRAVELING: STUDENTS _____ STAFF _____ NON-STAFF(CHAPERONES) _____

ESTIMATED DATE AND TIME OF DEPARTURE: _____ ARRIVAL: _____

☐ LODGING – Per night \$ _____ x #DAYS _____ x #Rooms _____ = _____ **TOTAL**

Lodging must NOT include State Tax (it will include local hotel tax)

MEALS & OTHER EXPENSES – *MUST have DETAILED receipts – TIPPING is allowed up to 18%*

☐ STAFF MEALS Estimate Up to \$48.00/DAY x #STAFF _____ x #Days _____ = _____

☐ STUDENT MEALS Estimate Up to \$30.00/DAY x #STUDENTS _____ x #Days _____ = _____

☐ TOLLS & PARKING (REQUIRES TICKET STUBS) _____ = _____

☐ OTHER MISC. (LIST) _____ = _____

TOTAL EXPENSES

☐ SCHOOL CREDIT CARD CHARGES (NAME ON CARD) _____ = _____

☐ PERSONAL REIMBURSEMENT _____ = _____

*PRINCIPAL, AD, OR SUPERVISOR SIGNATURE IS REQUIRED BEFORE SENDING TO BUSINESS OFFICE.
SUPERINTENDENT SIGNATURE IS REQUIRED BEFORE PROCESSING ANY PURCHASE ORDER OR PAYMENT.*

PRINCIPAL, AD, OR SUPERVISOR

DATE

SUPERINTENDENT

DATE

**RETURN THIS COPY WITH THE FOLLOWING:
ALL RECEIPTS TAPED ON PAPER * CREDIT CARD USED**