

**NORTH ZULCH ISD**  
**2023-24 CONFERENCE/TRAVEL EXPENSE REPORT**  
**STAFF ONLY 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 \_\_\_\_\_

MILEAGE FROM NZISD TO \_\_\_\_\_ = \_\_\_\_\_ MILES (x2) = \_\_\_\_\_ TOTAL MILES

PERSONAL VEHICLE – (65.5 cents per mile) x # of MILES \_\_\_\_\_ = \_\_\_\_\_ TOTAL

*Personal vehicle mileage reimbursed for round trip only from school to event based on Google Maps*

☐ LODGING – Per night \$ \_\_\_\_\_ x #DAYS \_\_\_\_\_ = \_\_\_\_\_ TOTAL

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

**STAFF MEALS – *per diem allowed for staff only travel, no receipts required***

☐ MEALS (Non-Overnight Travel *within 1 hour of NZISD*) \$20.00 x # OF DAYS \_\_\_\_\_ = \_\_\_\_\_ TOTAL

☐ MEALS (Non-Overnight Travel *over 1 hour from NZISD*) \$48.00 x # OF DAYS \_\_\_\_\_ = \_\_\_\_\_ TOTAL

☐ MEALS (Overnight Travel) \$64.00 x # OF DAYS \_\_\_\_\_ = \_\_\_\_\_ TOTAL

☐ 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 PAYMENT.*

\_\_\_\_\_  
PRINCIPAL, AD, OR SUPERVISOR

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SUPERINTENDENT

\_\_\_\_\_  
DATE

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