

NORTH ZULCH ISD
2021-22 TRAVEL EXPENSE REPORT

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

ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED

CONFERENCE/WORKSHOP NAME: _____

NAME: _____ DATE OF USE: _____

DESTINATION: _____ PURPOSE OF TRIP _____

FROM _____ TO _____ = _____ MILES (x2) = _____ **TOTAL MILES**

PERSONAL VEHICLE – (56 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 # OF DAYS _____ = _____ **TOTAL**

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

TEACHER/STAFF MEALS – per diem allowed for staff only travel, no receipts needed (if traveling with students, must have actual cost and receipts)

MEALS (NON-OVERNIGHT TRAVEL IS UP TO \$36.00 per day) _____ x # OF DAYS _____ = _____ **TOTAL**

MEALS (OVERNIGHT TRAVEL IS UP TO \$55.00 per day) _____ x # OF DAYS _____ = _____ **TOTAL**

STUDENT MEALS – MUST have DETAILED receipts - TIPS allowed up to 15%

STUDENT MEALS \$25.00/DAY #STUDENTS _____ = _____

TOLLS & PARKING (REQUIRES TICKET STUBS) _____ = _____

OTHER MISC. (LIST) _____
_____ = _____
_____ = _____

TOTAL EXPENSES = _____

MASTERCARD CHARGES (NAME ON CARD) _____ = _____

PERSONAL REIMBURSEMENT _____ = _____

MUST BE FILLED OUT IN ITS ENTIRETY AND ORIGINAL RECEIPTS ENCLOSED

PRINCIPAL SIGNATURE MAY BE NEEDED, SUPERINTENDENT SIGNATURE IS REQUIRED BEFORE PROCESSING.

PRINCIPAL

DATE

SUPERINTENDENT

DATE

**RETURN THIS ENVELOPE WITH THE FOLLING INSIDE:
COPY OF PURCHASE REQUISITION * ALL RECEIPTS TAPED ON PAPER * CREDIT CARD USED** 09/21