



TRAVEL EXPENSE REPORT - Due within 3 days from return

Name: _____ Travel to: _____

Attending (conference): _____ on _____

Receipts are required when traveling using Federal Funds. Attach receipts to the back of this report.

Continental breakfast, whether provided by the hotel or the conference is considered a meal.

Expense	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
Hotel								\$ -
Meals - NO tips								\$ -
Breakfast \$7.00 / day							\$	\$ -
Lunch \$11.00 / day							\$	\$ -
Dinner \$18.00 / day							\$	\$ -
Taxi								\$ -
Tolls								\$ -
Conference Registration								\$ -
Gas (cheaper to rent)								\$ -
Rental Car Y / N								\$ -

***Refer to Travel Procedures document on the District intranet site for allowable expenses.

Personal Auto Mileage _____ miles @ \$ 0.56 = _____

Total of all expenses:

Less Advances for Meals, Hotel, Registration, etc:

DIFFERENCE (circle one): Refund to BISD Due to Traveler

DISTRICT EXPENSE ACCOUNT # _____

I hereby certify that the above expenditures represent accurately the amount spent for legitimate School District Business only and **include no personal expenses.**

Signature of Traveler: _____ Date: _____

Approval & Date: _____

Principal / Director

Director of Business & Finance