

**BRAZOS SCHOOL FOR INQUIRY & CREATIVITY
TRAVEL REQUEST**

This form must be completed and approved prior to making any travel arrangements and/or reservations

Traveler:		Campus:	
Departure Date:		Return Date:	
Purpose of travel:			
Destination (city, state)		Does travel include personal travel days? <input type="checkbox"/> Yes <input type="checkbox"/> No	
From:		If so, how many days?	
To:			

ESTIMATED EXPENSES

Personal (out of pocket)				
EXPENSE	QTY		UNIT COST	TOTAL AMOUNT
Rental		# of Days		
Mileage		# of Miles		
Meals *see below		# of Days		
Lodging		# of Nights		
Parking		# of hours/days		
Fuel (for rentals only)		gallons		

School Credit Card				
EXPENSE	QTY		UNIT COST	TOTAL AMOUNT
Rental		# of Days		
Mileage		# of Miles		
Meals *see below		# of Days		
Lodging		# of Nights		
Parking		# of hours/days		
Fuel (for rentals only)		gallons		

Purchase Order				
EXPENSE	QTY		UNIT COST	TOTAL AMOUNT
Lodging		# of Nights		
Rental		# of Days		

TOTAL ESTIMATED EXPENSES:	
----------------------------------	--

Additional Details & Required Special Approvals/Justification

EXPENSE	DESCRIPTION	APPROVAL INITIALS
Meals (conference):	Meals designated as integral part of conference (attach a copy of the conference brochure)	
Lodging (routine):	Maximum:\$93.00/night Up to 50% in excess of maximum otherwise allowed	
Vehicle Rental:	<input type="checkbox"/> Compact <input type="checkbox"/> Mid-size/Intermediate <input type="checkbox"/> Full Size <input type="checkbox"/> Other _____ <input type="checkbox"/> Minivan <input type="checkbox"/> Cargo Van <input type="checkbox"/> Passenger Van	

MEAL INFORMATION: IF BREAKFAST OR LUNCH PROVIDED AT THE WORKSHOP/CONFERENCE-DO NOT INCLUDE THOSE MEALS.

Non-Overnight Travel Reimbursement Rates (per TEA & USGSA)

Breakfast: \$7.00 | Lunch: \$13.00 | Dinner: \$16.00 | Maximum Daily: \$36.00

One day workshop/conference – lunch only will be reimbursed if not provided

Overnight Travel Reimbursement Rates (per TEA & USGSA)

Breakfast: \$13.00 | Lunch: \$14.00 | Dinner: \$23.00 | Incidentals: \$5.00 | Maximum Daily: \$55.00

Overnight workshop/conference:

First calendar day of travel (calculated at 75% of maximum)

Maximum: \$41.25

(reimbursable for lunch & dinner)

Full daily amount for a single calendar day of travel that is neither the first nor the last day of travel

Maximum: \$55.00 (breakdown above)

Last calendar day of travel (calculated at 75% of maximum)

Maximum: \$41.25

(reimbursable for breakfast & lunch)

You must have your supervisor and superintendent approval BEFORE planning your travel.

Registration forms must be attached or form will be returned.

Requestor's Signature: _____ Date: _____

Approved Disapproved Principal Signature: _____ Date: _____

Approved Disapproved Superintendent Signature: _____ Date: _____