

# Hereford Independent School District

September 2016

## EMPLOYEE REQUEST FOR PERMISSION TO TRAVEL

*Please attach a copy of this form to the appropriate purchase order(s)*

**Title of Meeting** \_\_\_\_\_  
**Reason for Travel (CIP/DIP/NCLB Goal #, other reason)** \_\_\_\_\_  
**Date(s) of Travel** \_\_\_\_\_  
**Place of Meeting** \_\_\_\_\_  
**Person(s) Attending** \_\_\_\_\_

**The following information is required:**

<p style="text-align: center;"><b>Mileage or Airfare</b></p> <p>(If using a district vehicle/bus, attach a copy of this form to your transportation request. All district travel compensation is paid at "best rate", the lower of airfare or mileage.)</p>	<p>School Vehicle: _____ x .40 = \$_____</p> <p style="text-align: right; margin-left: 150px;">Miles                      Total</p> <p>Air Travel: _____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># persons                      fare                      Total</p> <p><b><u>Attachments needed.</u></b></p>																																								
<p style="text-align: center;"><b>Room(s)</b></p> <p>(\$85/person is state limit – we pay no Texas state tax, we do pay all city taxes and out of state taxes – attach all documentation)</p>	<p style="text-align: right;">_____ x _____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># nights                      rate                      # rooms                      Total</p> <p><b><u>Receipts/Attachments needed.</u></b></p>																																								
<p style="text-align: center;"><b>Meal(s)</b></p> <p>(Actual itemized receipts, not to exceed district calculated rate)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Breakfast</td> <td style="width: 10%;">10.00</td> <td style="width: 5%;">x</td> <td style="width: 10%;">_____</td> <td style="width: 5%;">x</td> <td style="width: 10%;">_____</td> <td style="width: 5%;">=</td> <td style="width: 15%;">_____</td> </tr> <tr> <td>Lunch</td> <td>13.00</td> <td>x</td> <td>_____</td> <td>x</td> <td>_____</td> <td>=</td> <td>_____</td> </tr> <tr> <td>Dinner</td> <td>17.00</td> <td>x</td> <td>_____</td> <td>x</td> <td>_____</td> <td>=</td> <td>_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;"># persons</td> <td></td> <td style="text-align: right;"># days</td> <td></td> <td style="text-align: right;">subtotal</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;">Total \$_____</td> </tr> </table> <p><b><u>Itemized Receipts needed.</u></b></p>	Breakfast	10.00	x	_____	x	_____	=	_____	Lunch	13.00	x	_____	x	_____	=	_____	Dinner	17.00	x	_____	x	_____	=	_____				# persons		# days		subtotal								Total \$_____
Breakfast	10.00	x	_____	x	_____	=	_____																																		
Lunch	13.00	x	_____	x	_____	=	_____																																		
Dinner	17.00	x	_____	x	_____	=	_____																																		
			# persons		# days		subtotal																																		
							Total \$_____																																		
<p style="text-align: center;"><b>Registration</b></p> <p>(Attach all registration forms)</p>	<p style="text-align: right;">_____ x _____ = \$_____</p> <p style="text-align: right; margin-left: 100px;"># persons                      amount                      Total</p> <p><b><u>Registration Form needed.</u></b></p>																																								
<p style="text-align: center;"><b>Miscellaneous</b></p> <p>(These items are reimbursed with receipts: Rental car, taxi, shuttle, parking, other. Books and materials are campus items – plan ahead with a PO)</p>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Rental</td> <td style="width: 10%;">_____</td> <td style="width: 10%;">(est.)</td> <td style="width: 20%;"></td> </tr> <tr> <td>Parking</td> <td>_____</td> <td>(est.)</td> <td></td> </tr> <tr> <td>Cab/Shuttle</td> <td>_____</td> <td>(est.)</td> <td></td> </tr> <tr> <td>Other</td> <td>_____</td> <td>(est.)</td> <td></td> </tr> </table> <p><b><u>Receipts/Attachments needed.</u></b></p>	Rental	_____	(est.)		Parking	_____	(est.)		Cab/Shuttle	_____	(est.)		Other	_____	(est.)																									
Rental	_____	(est.)																																							
Parking	_____	(est.)																																							
Cab/Shuttle	_____	(est.)																																							
Other	_____	(est.)																																							
<p><b>Total</b> (Checks are written on Thursday only)</p>	<p>\$_____</p>																																								

**How will this travel improve student achievement?** \_\_\_\_\_

\_\_\_\_\_

**How will what you learn be embedded into practice on your campus/department?** \_\_\_\_\_

\_\_\_\_\_

**\*Requested by** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor** (Principal-Director) \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator** \_\_\_\_\_ **Date** \_\_\_\_\_

(Superintendent if Out-of-State)

**Account Code(s):** \_\_\_\_\_ **Person Completing Code(s)** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*By signing and submitting this Travel Request you agree to and have full understanding of the HISD Travel Policies and Procedures.\***