

Complete form with all necessary signatures and codes no less than 10 business days prior to travel

Hereford Independent School District STUDENT TRAVEL REQUEST FORM

Please attach a copy of this form to EACH purchase order requisition and transportation request

Type of Travel Field Trip Competition Beyond District Other _____
 Name of Activity and Destination _____
 Date & Time of Departure _____ Date & Time of Return _____
 Staff Attending (10:1 ratio required) _____ Number of Students _____

The following information is required:

| | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|--|-----------|-------------|---------|-------------|---------|-------------|---|-------|-------|-------|---|------------|---|-----------|---|-------|--------|-------|---|-------|---|-------|---|-------|--|--|--|-----------|--|--------|--|----------|--|--|--|--|--|--|--|-------------|
| <p style="text-align: center;">Mileage or Airfare</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: <input type="checkbox"/> # of Buses <input type="checkbox"/> # of Vehicles</p> <p style="text-align: right;">Approximate expense: _____</p> <p>Air Travel: _____ x _____ = _____ # persons fare Total</p> <p>Attachment needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Room(s)</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 _____ x = _____ # nights rate # rooms Total</p> <p>Receipts/Attachments needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Staff Meal(s)</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Breakfast</td> <td style="width: 10%;">7.00</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: 10%;">_____</td> </tr> <tr> <td>Lunch</td> <td>10.00</td> <td>x</td> <td>_____</td> <td>x</td> <td>_____</td> <td>=</td> <td>_____</td> </tr> <tr> <td>Dinner</td> <td>13.00</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: center;"># persons</td> <td></td> <td style="text-align: center;"># 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>Itemized receipts needed.</p> | Breakfast | 7.00 | x | _____ | x | _____ | = | _____ | Lunch | 10.00 | x | _____ | x | _____ | = | _____ | Dinner | 13.00 | x | _____ | x | _____ | = | _____ | | | | # persons | | # days | | subtotal | | | | | | | | Total _____ |
| Breakfast | 7.00 | x | _____ | x | _____ | = | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lunch | 10.00 | x | _____ | x | _____ | = | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Dinner | 13.00 | x | _____ | x | _____ | = | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | # persons | | # days | | subtotal | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | | | | | Total _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Student Meal(s)</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 15%;">Meals</td> <td style="width: 10%;">8.00</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: 10%;">_____</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: center;"># of meals</td> <td></td> <td style="text-align: center;"># persons</td> <td></td> <td style="text-align: right;">Total</td> </tr> </table> | Meals | 8.00 | x | _____ | x | _____ | = | _____ | | | | # of meals | | # persons | | Total | | | | | | | | | | | | | | | | | | | | | | | | |
| Meals | 8.00 | x | _____ | x | _____ | = | _____ | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | | | # of meals | | # persons | | Total | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Registration or Entry Fee</p> <p>(Attach all registration forms)</p> | <p style="text-align: right;">_____ x _____ = _____ # persons amount Total</p> <p>Attachments needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p style="text-align: center;">Miscellaneous</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> | <p>Receipts/Attachments needed.</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Total</p> <p>(It is the responsibility of the requestor to complete all arrangements & arrange for payment/invoice/check/etc.)</p> | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| <p>Amount of Advance Requested</p> <p>(Checks are written on Thursday only)</p> | <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Amount:</td> <td style="width: 50%;">Payable to:</td> </tr> <tr> <td>Amount:</td> <td>Payable to:</td> </tr> <tr> <td>Amount:</td> <td>Payable to:</td> </tr> </table> | Amount: | Payable to: | Amount: | Payable to: | Amount: | Payable to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount: | Payable to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount: | Payable to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Amount: | Payable to: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

For Field Trips Only:

What is the CIP/DIP/NCLB Goal or other Reason for this trip? _____

How does this trip improve student achievement? _____

*Requested by _____ Date _____
 Supervisor (Principal / Director) _____ Date _____
 If more than 150 miles (Superintendent) _____ Date _____
 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.