

GARRISON ISD  
**OUT OF DISTRICT TRAVEL REPORT**

REVISED 8/18/11



Employee's Name: \_\_\_\_\_ TxEis Requisition # \_\_\_\_\_

Travel Destination: \_\_\_\_\_

Departed Date: \_\_\_\_\_ Returned Date: \_\_\_\_\_ (used for Meal Per Diem)

Purpose of Travel: \_\_\_\_\_

Name of Person/Persons Transported: \_\_\_\_\_

Was transportation in School or Personal Vehicle? (circle one) SCHOOL VEHICLE PERSONAL VEHICLE

Comments or Explanation: \_\_\_\_\_

**NON-OVERNIGHT MEALS** Was this a non-overnight Business Meal? (circle one) YES NO

If Business Meal, Business Topic Discussed During Meal \_\_\_\_\_

If Business Meal, Name of all Persons at the Meal \_\_\_\_\_

*All non-overnight meals will be reimbursed through payroll AFTER the expenditure occurs.*

**TRAVEL REPORT \$\$:** (write SCC in any box that you used School Credit Card.)

MILEAGE-(mapquest printout)(pd at current state rate- 4 cents)  X \$0.515 \$

**MEALS PER DIEM-OVERNIGHT TRAVEL ONLY**  
(NO RECEIPTS REQUIRED)  
(Paid at \$32 (\$4 < state rate); 1<sup>st</sup> & last days paid \$75% rate)  
# of First & Last Day Meal Rate Days  X \$24 \$   
# of Days EXCLUDING 1<sup>st</sup> & Last Days  X \$32 \$

(write SV in \$ box if drove "School Vehicle") →

**LODGING** (RECEIPT REQUIRED FOR REIMBURSEMENT) \$

**PUBLIC PARKING** (RECEIPT REQUIRED FOR REIMBURSEMENT) \$

**Non-Overnight MEAL EXPENSE** (RECEIPT REQUIRED FOR REIMBURSEMENT)

(Above Non-Overnight Meals section must be completed) Number of Persons Paid For   
\$

**OTHER BUSINESS EXPENSES** (RECEIPT REQUIRED FOR REIMBURSEMENT) \$

**TOTAL REIMBURSEMENT:** \$

I certify that the above report is true & correct & that all expenditures are in compliance with Garrison ISD policy:

Employee Signature

Date

## Travel Procedures:

1. Enter Requisition in TxEIS to receive preliminary approval of travel expenditures. If requesting ADVANCE travel for Overnight expenditures, you must type the date you need the ADVANCE travel check in the COMMENTS section of the requisition.
2. If requisition receives all approval & becomes a PO, travel will have been approved (You can check under REQUISITION INQUIRY in TxEis).
3. If ADVANCE travel was requested, email the Business Office several days before the check is needed to confirm when you can pick up your check.
4. Go on trip and expend funds.
5. Immediately upon return from trip, complete the OUT OF DISTRICT TRAVEL REPORT, sign the bottom attesting that is true & accurate. If you received ADVANCE travel and the OUT OF DISTRICT TRAVEL REPORT is NOT received within THREE (3) business days of your return to Garrison ISD, the ADVANCE travel amount will be included on your W-2 as taxable income.

Proof of Attendance at the meeting must be attached to the OUT OF DISTRICT TRAVEL REPORT. Suggested Items:

- Meeting Agenda
- CEU from the Meeting Sponsor
- Booklet from the meeting
- Nametag given to individual and meeting flyer

If the travel was non-overnight you will need to turn in receipts along with this form (Out of District Travel Report).

6. For Non-Advance Travel, the Business Office will process a check for payment on the next check run AFTER the OUT OF DISTRICT TRAVEL REPORT is turned into the Business Office.