

GARRISON ISD  
**OUT OF DISTRICT TRAVEL REPORT**

*REVISED 7/1/2015*

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

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

Departed Date: \_\_\_\_\_ Returned Date: \_\_\_\_\_

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

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

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

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

**TRAVEL REPORT**

MILEAGE-(mapquest or google printout must be attached)  X \$.535 \$

**MEALS PER DIEM-OVERNIGHT TRAVEL ONLY**

- MEAL RECEIPTS are not required to be turn in to the Business Office but EMPLOYEES MUST CERTIFY ACTUAL AMOUNT SPENT & EMPLOYEE MUST RETAIN ALL RECEIPTS)

**FIRST** day meal costs \$

**LAST** day meal costs \$

# of Days EXCLUDING 1<sup>st</sup> & Last Days  Meal Costs **Excluding 1st & last day** \$

**TOTAL MEAL COSTS** \$

LODGING (RECEIPT REQUIRED TO BE TURNED IN) \$

PUBLIC PARKING (RECEIPT REQUIRED TO BE TURNED IN) \$

OTHER INCIDENTALS OR BUSINESS EXPENSES (RECEIPT REQUIRED TO BE TURNED IN) \$

\$

**TOTAL REIMBURSEMENT:** \$

I certify that the above report is true and correct. I understand that I may be required to validate the ACTUAL COSTS with DETAILED RECEIPTS. Actual costs that exceed the Garrison ISD rates will not be reimbursed. I certify that I have read and accept responsibility for compliance with Garrison ISD travel guidelines.

Employee Signature	Date

**NON-OVERNIGHT MEALS** will not be reimbursed by Garrison ISD.

## **Travel Procedures:**

1. Enter Requisition in TxEIS to receive preliminary approval of travel expenditures.
2. If the requisition receives approval & becomes a PO, travel will have been approved. (You can check the requisition status under REQUISITION INQUIRY)
3. Go on your trip, expend funds, and retain all receipts.
4. Immediately upon return from trip, complete the OUT OF DISTRICT TRAVEL REPORT, sign the bottom attesting that is true & accurate.

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
  - Go on your trip, expend funds, and retain all receipts.
5. The Business Office will then match the OUT OF DISTRICT TRAVEL FORM with your Purchase Order and a check will be issued to reimburse you for eligible travel up to the GISD maximums.