EMPLOYEE DOCUMENTATION REQUIREMENTS

FOR TRAVEL REQUESTS

Lodging: A copy of the agenda or registration should be submitted for every lodging request. Staff members will receive a hotel tax exempt form with their lodging check. Staff member should give the tax exempt form to the hotel when you check into the hotel. Staff member will be required to return a receipt for the lodging within **5 days** of the expenditure.

Registration or Training: Staff should have an agenda attached to the travel request form. Please contact the business office if the registration requires payment and registration online.

Staff member meals: Staff members will be reimbursed by the per diem method for overnight travel only. The per diem method allocates a rate for each meal during the day. Staff members are not required to submit receipts for their meals with the per diem method. A copy of the meeting agenda, conference registration or other approved documentation should be attached to the travel request. Staff members are currently reimbursed $8.00 for breakfast, $12.00 for lunch, and $16.00 for dinner for a total of $36.00 per day.

Reimbursement for travel/meals should be requested within **5 business days** after the event if not completed prior to the event.

Other expenses: Other expenses will require a receipt for the expense and a detail explanation of the expense. The receipts should be returned to the business office within **5 business days** of the expenditure.

Once the travel form is complete and requisitions have been entered in PowerSchool, send the travel form, agenda, membership form, and, if applicable, the 'over 100 miles' approval form from the assistant superintendent for administration to Robyn McFail in the Business Office. Please print the information and send through campus mail. DO NOT EMAIL.

Please contact the business office if you have any questions or concerns about your request.

DENISON INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST

Staff Member _____ Vendor ID # _____ Date _____

Destination _____

Departure Date _____ Time _____

Return Date _____ Time _____

Purpose of Trip (Conference, Workshop, etc.) _____

Budget Code-Staff _____ Budget Code-Student _____

EXPENSES-Meals (overnight travel only)

Mail Check: **Pick Up Check:**

PowerSchool REQUISITION # _____

Staff Meals: Maximum $36.00 per day

Breakfast (depart before 5:30 a.m.)--$8.00 a day $_____

Lunch (depart before 11:15 a.m.)--$12.00 a day $_____

Dinner (return after 8:00 p.m.)--$16.00 a day) $_____

    TOTAL STAFF Meals $_____

Student Meals: Maximum $22.50 per day

Breakfast (depart before 5:30 a.m.)--$7.50 a day $_____

Lunch (depart before 11:15 a.m.)--$7.50 a day $_____

Dinner (return after 8:00 p.m.)--$7.50 a day $_____

    TOTAL STUDENT Meals $_____

PERSONAL VEHICLE/OUT-OF-POCKET REIMBURSEMENT

Mail Check: **Pick Up Check:**

PowerSchool REQUISITON #_____

    Miles @ $.535 per mile = $_____   Airfare $_____   Taxi, Parking, Tolls, etc. $_____

TOTAL TRANSPORTATION: $_____

MEALS AND OUT-OF-POCKET EXPENSES MAY BE COMBINED ON ONE CHECK.

LODGING: NO STATE SALES TAX PAID-(ALL OTHER TAXES/FEES SHOULD BE INCLUDED)

Mail Check: **Pick Up Check:**

PowerSchool REQUISITION # _____

Hotel Name: _____ Vendor ID _____

Rate per Night $ _____   # of nights _____

TOTAL STAFF LODGING: $ _____   TOTAL STUDENT LODGING: $ _____

OTHER EXPENSES:

PowerSchool REQUISITON #_____

Registration: Vendor Name _____ Vendor ID # _____ Registration Fee $_____

Other Expenses: (itemize)

$ _____   TOTAL OTHER

$ _____   TOTAL STAFF EXPENSES

$ _____   TOTAL STUDENT EXPENSES

$ _____   TOTAL AMOUNT ADVANCED BY DISTRICT

Faculty or staff signature: _____ Date: _____

Principal signature: _____ Date: _____

Revised 09-2017