

FARMERSVILLE ISD

EMPLOYEE TRAVEL REQUEST & RECONCILIATION

Name (Traveler): Campus/Dept:

Travel Date FROM: Travel Date TO:

Destination (City/State): Name of Conference/Event:

District vehicle	Personal vehicle	Other approved transportation	RECONCILIATION REQUEST LESS ACTUAL	RECEIPT REQUIRED
ITEM Registration/Event Fees - See Note 3 	REQUEST AMOUNT 	ACTUAL EXPENSE 		YES
Lodging to: Sharing a room? With whom:				YES
Employee Meals - See Note 2 # Breakfasts x \$8 = # Lunches x \$12 = # Dinners x \$20 =				NO
Mileage Round-trip miles: x \$0.76 Attach a Google map showing mileage.				NO
Tolls, taxi, parking, etc. 				YES
Other Approved Travel Expenses 				YES
TOTALS				

IMPORTANT NOTES

1. FUSD is not subject to Texas state hotel occupancy tax and will not reimburse this charge. Present the exemption form to the hotel.
2. Meal allowance is permitted only for overnight travel. Staff rates are \$8 breakfast, \$12 lunch, and \$20 dinner.
Meal allowance will be released after travel once all required receipts and documentation are submitted.
3. Conference/event documentation showing dates, times, location, and registration fees must be attached to this form.
4. This completed form, required receipts, and unused funds must be submitted within two (2) business days after travel.
5. Original itemized receipts are required for all expenses except meals paid under the district meal allowance and mileage reimbursement.
6. By signing, the employee certifies that expenses are actual, necessary, reasonable, and directly related to official District business.
7. Travel charged to federal or state grant funds must comply with all applicable grant requirements and Uniform Guidance.

I certify that I have not requested reimbursement from any other source for these expenses.

Employee Signature:

Principal Signature:

Coding by Principal:

Purchase Order #:

Code:

Code:

TO BE COMPLETED BY BUSINESS OFFICE UPON COMPLETION OF TRAVEL

Unused advance returned to District: \$ Additional reimbursement due: \$ None

Business Office Reviewed By: Date: