

CANTON ISD OVERNIGHT TRAVEL FORM

SECTION I: TRAVEL DESCRIPTION - Attach a Conference Agenda with sessions highlighted





Employee Name: _____ Travel Date(s) _____

Purpose: _____ Departure time: _____ Arrival Time: _____

REGISTRATION FEES - A PURCHASE ORDER MUST ISSUED IN ADVANCE FOR ALL REGISTRATION FEES

PAYEEE: _____
EMPLOYEE FOR

CIRCLE ONE: MAIL OR RETURN CHECK TO

	<p>LODGING: Hotel Confirmation Must Be Attached</p> <p style="text-align: center;"> _____ X _____ X _____ = # of Nights # of Rooms ** Room Cost </p> <p>Shared with employee: _____</p> <p>Hotel Name: _____</p> <p>An itemized hotel bill must be sent to the Business Office within five days after travel has been completed. ** Include city tax when estimating room cost. State tax exempt - not reimbursable. Once travel request is approved, card details will be sent to book hotel.</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Lodging Cost												
	<p>MEALS: Meals provided by the conference, hotel, parent, booster club or other vendor will not be paid</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Per Diem</th> <th style="text-align: left;"># of Meals</th> <th style="text-align: left;">Total</th> </tr> </thead> <tbody> <tr> <td>\$10.00</td> <td>X _____ =</td> <td>_____</td> </tr> <tr> <td>\$12.00</td> <td>X _____ =</td> <td>_____</td> </tr> <tr> <td>\$18.00</td> <td>X _____ =</td> <td>_____</td> </tr> </tbody> </table> <p>Check/EFT Payable To: _____</p>	Per Diem	# of Meals	Total	\$10.00	X _____ =	_____	\$12.00	X _____ =	_____	\$18.00	X _____ =	_____	<hr style="border: none; border-top: 1px solid black;"/> Total Meal Cost
Per Diem	# of Meals	Total												
\$10.00	X _____ =	_____												
\$12.00	X _____ =	_____												
\$18.00	X _____ =	_____												
	<p>MILEAGE:</p> <p style="text-align: center;"> _____ X \$0.50 = _____ *Mileage Rate </p> <p>* A Google Map must be attached</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Mileage Cost												
	<p>ESTIMATED TOTAL COST:</p> <p>Budget Code(s) _____</p> <p>_____</p>	<hr style="border: none; border-top: 1px solid black;"/> Total Estimated Cost												