

# BOOKER INDEPENDENT SCHOOL DISTRICT

## Individual Employee Travel Request

Name: \_\_\_\_\_ Destination: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Training Name: \_\_\_\_\_ Session Number: \_\_\_\_\_

Date of Departure: \_\_\_\_\_ Time: \_\_\_\_\_

Date of Return: \_\_\_\_\_ Time: \_\_\_\_\_

### Meals

Standard Rates: (within the Region 16 area)

\_\_\_\_\_ x \$8.00 Breakfast (must leave prior to 7:00 a.m.) \$ \_\_\_\_\_

No.

\_\_\_\_\_ x \$10.00 Lunch (must leave prior to 11:00 a.m.) \$ \_\_\_\_\_

No.

\_\_\_\_\_ x \$12.00 Dinner (conclude after 7:00 p.m.) or  
(must leave prior to 4:00 p.m.) \$ \_\_\_\_\_

No.

Supplemental Rates: (outside of Region 16 area)

\_\_\_\_\_ x \$10.00 Breakfast (must leave prior to 7:00 a.m.) \$ \_\_\_\_\_

No.

\_\_\_\_\_ x \$15.00 Lunch (must leave prior to 11:00 a.m.) \$ \_\_\_\_\_

No.

\_\_\_\_\_ x \$20.00 Dinner (conclude after 7:00 p.m.) or  
(must leave prior to 4:00 p.m.) \$ \_\_\_\_\_

No.

**Total Meals** \$ \_\_\_\_\_

**Mileage** Miles traveled to and from destination \_\_\_\_\_ x .48 per mile **Total Mileage** \$ \_\_\_\_\_

**Other** Description \_\_\_\_\_ **Total Other** \$ \_\_\_\_\_

**TOTAL AMOUNT TO BE ADVANCED/REIMBURSED** \$ \_\_\_\_\_

### Notes

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I certify that the above expenses are correct and justly due. The listed expenses are unpaid and were incurred by me in performance of my official duties in accordance with the travel policies of Booker Independent School District as approved by the Board of Trustees.

Budget Code: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Principal: \_\_\_\_\_ Date \_\_\_\_\_

Approval of Superintendent: \_\_\_\_\_ Date \_\_\_\_\_

Please print on BLUE paper only

Revised 10/13/17

## **REGULATIONS FOR SUPPLEMENTAL MEAL REIMBURSEMENT FOR APPROVED TRAVEL IN HIGH COST AREAS**

Each employee must complete this form individually. Do not combine with other persons. Meal costs for staff and board members while attending meetings outside of the Region 16 area will be reimbursed at the rate of \$45.00 per 24-hour period:

**\$10.00 Breakfast    \$15.00 Lunch    \$20.00 Dinner**

(No receipts required)

The supplemental approved rate applies while on approved travel in the county or city of the approved meeting. Travel costs for meals to and from the meeting site will be reimbursed at the Board's approved rate for regular travel.

The supplemental reimbursement rate will be paid in lieu of the regular travel rate while in the out of the Region 16 area on approved travel. The school will not reimburse extra vacation time in these locations at either the supplemental or the regular rate.

**No reimbursement will be made for a meal provided  
and paid for as a part of the registration fee.**