

# BOOKER INDEPENDENT SCHOOL DISTRICT

## Lodging Request

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

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

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

Reservation Dates: \_\_\_\_\_ Room Rate: \_\_\_\_\_

Name of Establishment: \_\_\_\_\_ No. Nights \_\_\_\_\_

Room type: \_\_\_\_\_ Conf. #: \_\_\_\_\_  
(Number of beds, bed size, smoking/non-smoking, special needs)

**Please list persons staying in room (attach a list of students for group activities):**

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

**TOTAL CHARGES** (estimated) \$ \_\_\_\_\_

**Please attach any conformations, website invoices or receipts**

**When individually making reservations:**

- **Please use school credit card to reserve and pay for room charges.**
- **Please use a tax exempt form. Forms are available at the administration office.**
- **Please insure no state taxes are applied to the bill.**
- **Please acquire a receipt upon check out and submit to the administration office.**

I certify that the above expenses to be correct and incurred by me in performance of my official duties and in accordance with 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 \_\_\_\_\_

Revised 8/12/15

**Please print on GREEN paper only.**