

# BOOKER INDEPENDENT SCHOOL DISTRICT

## Individual Employee Travel Request

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

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

**Attach Documentation**

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Departure Time: \_\_\_\_\_ Return Time: \_\_\_\_\_

### Meals

Standard Rates: (within the Region 16 area)

_____	x \$10.00 Breakfast (must leave prior to 6:00 a.m.)	\$ _____	\$ _____
No.			
_____	x \$15.00 Lunch (must leave prior to 11:00 a.m.)	\$ _____	\$ _____
No.			
_____	x \$18.00 Dinner (conclude after 7:00 p.m.) and (must leave prior to 4:00 p.m.)	\$ _____	\$ _____
No.			

Supplemental Rates: (outside of Region 16 area)

_____	x \$12.00 Breakfast (must leave prior to 6:00 a.m.)	\$ _____	\$ _____
No.			
_____	x \$20.00 Lunch (must leave prior to 11:00 a.m.)	\$ _____	\$ _____
No.			
_____	x \$25.00 Dinner (must conclude after 7:00 p.m.) and (must leave prior to 4:00 p.m.)	\$ _____	\$ _____
No.			

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

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

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

**TOTAL** \$ \_\_\_\_\_ \$ \_\_\_\_\_

### 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 08/1/23