CONROE INDEPENDENT SCHOOL DISTRICT   EMPLOYEE TRAVEL REQUEST

DATE: _____

VENDOR#: _____

NO ADVANCES WILL BE MADE FOR ONE DAY TRIPS
TRAVEL SHOULD BE APPROVED 15 DAYS PRIOR TO TRIP

EMPLOYEE _____   **CAMPUS/DEPT** _____

DESTINATION _____   **CITY** _____

	DATE	TIME AM/PM		PURPOSE
DEPARTURE	_____	_____		_____
RETURN	_____	_____		_____

CASH ADVANCE REQUESTED: **ACCOUNT CODE TO BE CHARGED:**
TO BE ENTERED ON THE TRAVEL REQUISITION ONLY

BREAKFAST: _____ X _____ = _____   6411 _____
                                               BUDGET UNIT   **AMOUNT**

LUNCH: _____ X _____ = _____   6411 _____
                                                 BUDGET UNIT   **AMOUNT**

DINNER: _____ X _____ = _____

TOTAL ADVANCE REQUESTED: _____
Reminder: Meal money cannot be advanced when using Federal funds

THIS TOTAL SHOULD EQUAL THE ADVANCE REQUESTED: _____ **AMOUNT**

OTHER ASSOCIATED COSTS: **(NOT TO BE ENTERED ON THE TRAVEL REQUISITION)**

REGISTRATION: = $ _____   **Comments:** _____

HOTEL: = $ _____   **Comments:** _____

TRANSPORTATION: = $ _____   **Comments:** _____

OTHER: = $ _____   **Comments:** _____

TOTAL OTHER ESTIMATED COSTS: = $ _____

ESTIMATED COST OF TRIP: _____

A RECAP OF ACTUAL EXPENSES MUST BE SUBMITTED WITHIN 5 DAYS OF YOUR RETURN.

Reminder: Please remember you will need to enter in seperate requisitions for your registration, hotel, and rental cars.

ADDITIONAL COMMENTS: