**CONFERENCE/WORKSHOP NAME:**

NAME: DATE OF USE: SS#:

DESTINATION: PURPOSE OF TRIP

FROM TO = MILES (x2) = **TOTAL MILES**

PERSONAL VEHICLE – (58 cents per mile) x # of MILES = **TOTAL**

MILEAGE BASED ON STATE TX COMPTROLLERS MILEAGE CHART (SEE BUSINESS MANAGER FOR DETAILS)

❒ LODGING (IN-STATE IS $94.00 per day) x # OF DAYS = **TOTAL**

LODGING REIMBURSEMENT RATES FOR IN-STATE AND OUT OF STATE TRAVEL ARE LISTED BY CITY ON THE FEDERAL PER DIEM RATE MAP. (SEE BUSINESS MANAGER FOR DETAILS)

**MUST OBTAIN TAX EXEMPT CERTIFICATE PRIOR TO THE TRIP OR STATE TAXES BECOME REQUESTOR’S RESPONSIBILITY**

❒ MEALS (NON-OVERNIGHT TRAVEL IS UP TO $36.00 per day) x # OF DAYS = **TOTAL**

❒ MEALS (OVERNIGHT TRAVEL IS UP TO $55.00 per day) x # OF DAYS = **TOTAL**

MEAL REIMBURSEMENT RATE FOR OVERNIGHT TRAVEL IS LISTED BY CITY ON THE FEDERAL PER DIEM RATE MAP. (SEE BUSINESS MANAGER FOR DETAILS)

TIPS WILL NOT BE REIMBURSED – ALCOHOLIC BEVERAGES WILL NOT BE REIMBURSED

❒ BREAKFAST $13.00/DAY #ADULTS #STUDENTS NON-OVERNIGHT =

❒ LUNCH $14.00/DAY #ADULTS #STUDENTS NON-OVERNIGHT =

❒ DINNER $23.00/DAY #ADULTS #STUDENTS NON-OVERNIGHT =

❒ TOLLS & PARKING (REQUIRES TICKET STUBS) =

❒ OTHER MISC. (LIST) =

 =

 **TOTAL EXPENSES** =

❒ MASTERCARD CHARGES (NAME ON CARD) ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ =

❒ PERSONAL REIMBURSEMENT =

**MUST BE FILLED OUT IN ITS ENTIRETY AND ORIGINAL RECEIPTS ENCLOSED –ALL TIPS ARE THE REQUESTOR’S RESPONSIBILITY**

CAMPUS ADMINISTRATOR OR SUPERINTENDENT SIGNATURE REQUIRED BEFORE PROCESSING.

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADMINISTRATIVE REPRESENTATIVE DATE