

**FORT BEND INDEPENDENT SCHOOL DISTRICT
TRAVEL REQUEST AND PAYMENT VOUCHER**

DEE-E-1

Budget Code ____ - ____ - **6411** - ____ - ____ - 20 2 5 - ____ - ____

Budget Code ____ - ____ - **6399** - ____ - ____ - ____ - ____ - ____

PS Employee ID #

TRAVEL INFORMATION

Name			Estimate	Actual
Title	Campus	Departure	Date	Time
				AM/PM
Destination (City, State)		Return	Date	Time
				AM/PM

Description of Trip (Event name)

REIMBURSEMENT INFORMATION

Comments:	Estimated Amount	Actual Amount (PO or Voucher# Required on Prepayments)	Accounting Use
Registration Fees (Itinerary and Proof of Attendance Required)			
Airfare (Receipts Required)			
Lodging (Itemized Receipt Required) Rate per night: \$____ (Approval if more than \$175:____)			
Meals: Actual Cost not to Exceed \$44/Day \$22/Half-Day			
Mileage: # of miles ____ x \$0.67 [eff. 1/1/24] (Attach MapQuest)			
Parking (Original Receipts Required)			
Ground transportation (Original Receipts Required)			
Other (ex. Tolls, Gas, Student Meal Advance, etc.)			
Supplies & Materials (Reimbursement Form Required)			
Total Expenses Incurred			
Advance Requested		()	()
Reimbursement due to Employee			
Refund due to District*			

* If cash advance exceeds expenses incurred, deduction will be made from reimbursement.

* Breakdown of meal expenses: \$10 Breakfast, \$12 Lunch, and \$22 Dinner

RECOMMENDED WEBSITES:

HOTELS / AIRFARE / CAR RENTAL: http://www.gsa.gov/Portal/gsa/ep/contentView.do?contentType=GSA_BASIC&contentId=17943

MILEAGE: MapQuest Only: <https://www.mapquest.com/routeplanner>

AUTHORIZATION FOR TRAVEL						AUTHORIZATION FOR REIMBURSEMENT					
Employee						I have incurred the amounts shown on this statement for necessary expenses on behalf of Fort Bend ISD.					
						I certify that the actual expenses incurred on this trip are true and accurate.					
Budget Manager						I certify that I have not been reimbursed from any other entity, fund, or other means through the district or any other vendor.					
						Employee _____					
Cabinet Approval (Out of State Travel)						Budget Manager _____					