

**SHERMAN INDEPENDENT SCHOOL DISTRICT**  
**TRAVEL REQUEST**

**EXHIBIT A**

\_\_\_\_\_  
*Faculty or Staff Member*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Destination*

\_\_\_\_\_  
*Departure Date* *Time*

\_\_\_\_\_  
*P.A./P.O. Reference Number*

\_\_\_\_\_  
*Return Date* *Time*

\_\_\_\_\_  
*Purpose of Trip (Conference, Workshop, etc.)*

\_\_\_\_\_  
*Budget Code*

**EXPENSES**

Meals: *Maximum \$25.00 per day aggregate*

\_\_\_\_\_ Breakfast (\$5.00) \$ \_\_\_\_\_

\_\_\_\_\_ Lunch (\$7.50) \$ \_\_\_\_\_

\_\_\_\_\_ Dinner (\$12.50) \$ \_\_\_\_\_

**TOTAL MEALS: \$ \_\_\_\_\_**

Lodging: *No sales tax paid*

\_\_\_\_\_ Nights for 1 person \$ \_\_\_\_\_

\_\_\_\_\_ Nights for 2 persons \$ \_\_\_\_\_

**TOTAL LODGING: \$ \_\_\_\_\_**

Transportation:

\_\_\_\_\_ Miles @ \$.50 per mile \$ \_\_\_\_\_

\_\_\_\_\_ Airfare \$ \_\_\_\_\_

\_\_\_\_\_ Taxi, Parking, Tolls, etc. \$ \_\_\_\_\_

\_\_\_\_\_ Car Rental (Only use \$ \_\_\_\_\_

Enterprise Rental Car) **TX S0915 SISD Contract #**  
**D31577 SISD ID#**

**TOTAL TRANSPORTATION: \$ \_\_\_\_\_**

**OTHER EXPENSES**

Registration \$ \_\_\_\_\_

Other (itemize) \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL OTHER: \$ \_\_\_\_\_**

**TOTAL EXPENSES: \$ \_\_\_\_\_**

**ITEMIZED ADVANCES**

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

TOTAL AMOUNT ADVANCED BY DISTRICT \$ \_\_\_\_\_

FINAL REIMBURSEMENT (Refund TO District) \$ \_\_\_\_\_

\_\_\_\_\_  
*Faculty or staff signature*

\_\_\_\_\_  
*Approved by: Principal*

\_\_\_\_\_  
*Approved by:*

\_\_\_\_\_  
*Date of Approval*

For trip approval, submit one copy to building principal who will forward it to Superintendent or designee. If error in number of meals or lodging, correct upon return.

**PAPERWORK IS REQUIRED**