

# WEATHERFORD INDEPENDENT SCHOOL DISTRICT

## REQUEST TO TRAVEL

Name of employee \_\_\_\_\_

Purpose of Trip \_\_\_\_\_

Title of Workshop/Seminar \_\_\_\_\_

Destination \_\_\_\_\_

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

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

**Approval:**

\_\_\_\_\_  
Signature of Superintendent/Immediate Supervisor

			Estimated Expenses	Actual Expenses
Mileage (number of miles):	<input style="width: 50px; height: 20px;" type="text"/>	@ 0.485	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Other Transportation:			<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Lodging (attach receipt)	<input style="width: 50px; height: 20px;" type="text"/>	@ per night*	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
	number of nights			
Meals		Number		
Breakfast	\$5.00	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Lunch	\$10.00	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Dinner	\$15.00	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Total (receipts not required)			<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
Other Expenses:	_____		<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
	_____		<input style="width: 50px; height: 20px;" type="text"/>	<input style="width: 50px; height: 20px;" type="text"/>
<b>Total Expenses</b>				<input style="width: 50px; height: 20px;" type="text"/>
<b>Budget Account to</b>	_____			<input style="width: 50px; height: 20px;" type="text"/>
<b>Be Charged</b>	_____			<input style="width: 50px; height: 20px;" type="text"/>
	_____			<input style="width: 50px; height: 20px;" type="text"/>

I hereby certify that the above figures are true and correct.

Signature of Employee \_\_\_\_\_

Approval\*\* \_\_\_\_\_