

PRESIDIO ISD TRAVEL VOUCHER / TRAVEL REQUEST

OVERNIGHT

Breakfast @ \$10.00 (You must leave before 6 a.m.) \$ Lunch @ \$20.00 (You must leave before 6 a.m.) \$ Lunch @ \$20.00 (You must leave before 12 p.m.) \$ Dinner @ \$25.00 (You must return after 7 p.m.) \$ Mighs Lodging @ 94.00 per night \$ Miles (0.545 per mile \$ Flight Tickets \$ Days parking @ \$ per day Per day	
Lunch @ \$20.00 (You must leave before 12 p.m.) \$ Dinner @ \$25.00 (You must return after 7 p.m.) \$ Nights Lodging @ 94.00 per night \$ Miles (0.545 per mile \$ Flight Tickets \$ Days parking @ \$ per day \$ Registration Fees \$ Other Expenses Details: \$ TOTAL REQUESTED: \$ Requested by: Date: Principal/Supervisor: Date: Superintendent: Date: Actual Reimbursement Amount ALL Receipts are required and must be attached for reimbursement. Requests for reimburseme be submitted it the Presidio ISD Business Office within 10 days of the return date. Actual Departure Date/Time: Actual Return Date/Time: Meals: Lodging: Mileage: Mileage: Car Rental: Taxi/Airfare: Registration Other: Detailed augituration/trecipta)	
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Taxi/Airfare: \$	
Registration: \$	
Other: \$	
TOTAL \$	
Signature: Date:	
Approval: Date:	
Charge to Account: #	
I attest I have attended this training, on the above date(s), and all travel expenses are true and as stated. Signature:	accurate