

## Dew Independent School District Travel Reimbursement/Advance Request

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Destination

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

\_\_\_\_\_  
Time

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

\_\_\_\_\_  
Time

Purpose of trip (conference, workshop, etc.) \_\_\_\_\_

EXPENSES:	<i>EXPENDITURES MUST HAVE RECEIPT</i>	(see DEE legal/local)
_____ Breakfast @ \$11.00	\$ _____	
_____ Lunch @ \$12.00	\$ _____	
_____ Dinner @ \$23.00	\$ _____	
	Total meals up to \$46.00 per day allotment	\$ _____
LODGING:		
_____ Nights for 1 person	\$ _____	
_____ Federal expenditure		
	Total Lodging	\$ _____
TRANSPORTATION:		
_____ Miles @ \$.545	\$ _____	
_____ Public transportation	\$ _____	
	Total Transportation	\$ _____
OTHER EXPENSES:		
Registration \$ _____		
Other \$ _____		
	Total Other	\$ _____
	Total Expenses	\$ _____
	Amount advanced by district	\$ _____
	Reimbursement to Employee	\$ _____

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Expenditure Code  
Federal Expenditure Code

**Please attach all receipts for lodging, public transportation & other expenses**