

# **STAFF WITH STUDENTS TO CONVENTIONS, CONFERENCES AND WORKSHOPS**



REQUEST FOR SCHOOL TRIPS, OVERNIGHT STAY, CONVENTIONS, WORKSHOPS, ETC.

Person Submitting Request & Sponsor(s)

Date of Request

Campus and Group Name

Destination

Date(s) of Trip

Day of Week

Departure Time

Return Time

NATURE OF TRIP

Principal Approval Only:

☐ Day Field Trip

☐ No overnight stay, Conference/Workshop (Teacher)

Central Office Approval Required:

(Requires Appropriate Attachments)

☐ \*Overnight Trip (W/Students)

☐ \*Out of State Trip (W/Students)

☐ \*Out of State Trip (Teacher)

☐ \*Overnight Trip within 100 miles-Teacher

\*Attachments (where applicable):

☐ \*Letter stating qualifications for out of state trip

☐ \*Itinerary - (overnight or out of state)

PURPOSE OF TRIP:

# of students involved

# of substitute(s) required

LISD budget code used for trip

School activity fund code used for trip

Are students being assessed for trip? If so, how much per student?

# of school buses to be used, or other means of transportation

CAMPUS APPROVAL

Program Director

Principal's Signature

Zone Leader's Signature

Approved

Disapproved

Date Prin. Recv'd

Date Sent to Admin

ADMINISTRATIVE APPROVAL

Dr. Kevin Rogers, Chief Operations Officer


Dr. Waddell, LISD Superintendent

Approved/Date


Disapproved/Date

Date Received

Date Returned to Princ.

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## Travel Guidelines



### Student Travel Guidelines

Page last updated 02/21/2012

Students are subject to the same travel guidelines as employees with the following exceptions:

(Refer to [Student Trips Sponsored by Outside Entities](#) link, if appropriate.)

#### Out of State Travel

Out of State travel by students requires the approval of the Superintendent (Board Policy FMG (Local)).

Documentation indicating the Superintendent's approval must be submitted with the payment request.

#### Travel Advances

Travel Advances are allowed for students. The advance for students will be made no earlier than two weeks prior to the stated date of travel. An estimate of the amount needed for student travel should be submitted on an MP. Within 10 days of the completion of travel a final expense statement must be submitted.

#### Meals

When students are traveling a Advance Student Meal Form below should be completed to account for student meals. A separate form should be used for each day. The student's signature acknowledges receipt of the amount allocated to them for meals. This form must be attached to the final expense statement submitted upon completion of travel. Student's meals may be paid when student is within the 100-mile radius of district headquarters when appropriate. Meals on the first and last day of travel are not capped at 75% of the per diem allotment.

#### Rental Vehicles (Students)

Vehicles that can be rented by district employees for school business include seven and eight passenger mini-vans, full-size, mid-size, and compact cars, and large SUV's (primary vendor only). The National Transportation Safety Board has ruled that it is not safe to transport students in 15-passenger vans therefore rental of 15-passenger vans are not allowed. Detailed rental vehicle information can be found on the Purchasing Intranet site under Vehicle Rental.

#### Charter Buses

Charter bus services are currently provided by multiple vendors. Please see list of vendors on the Purchasing intranet site.

When scheduling charter bus services, contact the vendor directly and they will give you a quote over the phone of how much the trip will cost if you are unsure you have funds available to cover this expense. If you are certain you want to use the vendor for the trip, they will provide you with a contract listing the date and time you requested to be picked up and the date and time you requested to be returned as well as the charges for this trip. Once you receive the contract from the vendor, you need to put on a PR for the charges of the charter bus service and indicate in the Print Before Notes, "signed contract attached." It is your responsibility to sign the contract that the vendor sends to you and forward the original and one copy of the contract to the Purchasing Department to be attached to your PO. Your PR number needs to be written on the attachment(s) sent to the Purchasing Department. The original PO and original contract will then be sent to the vendor authorizing them to provide the service.

Forms:

[Travel Guidelines Home](#)[Business Office Procedures](#)[Employee Travel Guidelines](#)[Federal and State Grant Travel Guidelines](#)[Special Revenue / Grant Funds](#)[Student Travel Guidelines](#)[Student Trips Sponsored by Outside Entities](#)[Board Member Travel](#)[Travel Forms](#)[Non-Employee Travel](#)

Purchase #: \_\_\_\_\_  
Request #: \_\_\_\_\_

Date Received: \_\_\_\_\_

Requestor:		Vendor Name:	
Dept. to be Charged:		Address:	
Purpose of Purchase:		City/State/Zip:	
Date Requested:		Phone:	
		Discount %:	

[illegible]

Special Instructions: \_\_\_\_\_

Department Chair/Sponsor Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Lewisville Independent School District

1800 TIMBERCREEK • LEWISVILLE, TEXAS 75067

## CHECK REQUEST

CHECK IF APPLICABLE:

ADVANCE ☐

DATE

AMOUNT

PAYABLE TO

MAIL TO

FOR PURCHASE OF

VENDOR NO.

ACCOUNT NO.

REQUESTED BY

DATE

APPROVED BY

DATE

This form is to be used only for:

Refunds

*See attached*

Student Meal Advances



## LISD GASOLINE CREDIT CARD FORM

I have read the below requirements and agree to follow them as stated.

Date: 1

Print Name: 2

Signature: 3

Gas PR # \_\_\_\_\_

Credit Card No. \_\_\_\_\_

Attach Receipt(s) Here:

School: 4

Organization/Club: 5

1. Reason for Trip: 6

Account Number: 7

2. Trip destination: 8

3. Total miles traveled round trip: \_\_\_\_\_

4. Trip dates: 9

5. Reference Rental Car/Truck PO #: 10

6. District Vehicle's for Out of Town Travel

Authorized by \_\_\_\_\_

Print Name

Signature

Return the gasoline credit card to the Purchasing Department, Performing Arts or applicable High School within 24 hours or the first work day back. Gas receipts are also due at that time.

NOTE: Do not return the gasoline credit card in the inter-office mail.

Receipt(s) and LISD Gasoline Credit Card Form must be carried by you to your bookkeeper or secretary so a Purchase Requisition can be entered on the system to cover the cost of the gas expense. Gasoline credit card expenses cannot be paid without a Purchase Order.

If using a Rental Vehicle via a P-Card please provide the Rental Confirmation Information. Attach to this form.

Personal use of gas card is strictly prohibited.

Please tape all gasoline credit card receipt(s) for the purchase of Gasoline to this form. Use additional pages if necessary.

Return to  
Bookkeeper to  
pick up  
gas card

\* Attach agenda \*

# Travel Expense Form

Revised Rates Beginning 1/1/09

\* Sign all receipts \*

Employee:	(11)
Address:	(23)
Nature of Business:	(3)
Destination:	(4)
Departure Date:	(3)
Departure Time:	(6)
Return Date:	(3)
Return Time:	(8)

Campus:	(9)
Send Check To:	
Vendor Number:	
Account:	(10)

Number of:	Teacher/Adm. (11)	Students (12)	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
Meals: Must attach web page with rate if using out-of-state rate										
In-State		Allowed								
Breakfast		\$ 7.00								
Lunch		\$ 11.00								
Dinner		\$ 18.00								
In-State Per Diem		\$ 36.00								
Lodging: Must attach web page with rate if using out-of-state rate										
In-State Rate *		max = \$ 85.00								
Travel: (14)										
Airfare (if not prepaid) / Luggage check-in fee (1 bag only)										
Auto Rental										
Registration										
Taxi / Shuttle / Tolls / Parking										
Actual Mileage or Gasoline Receipts										
From	To	Mileage	Rate							
			\$ 0.550							
			\$ 0.550							
Daily Total (17)										

\* Beg. 9/01/05 max = \$85

Advance Ck # (if applicable)

Signature of Claimant

Date

Signature indicates that information included on this form is true and correct and expenses have not been reimbursed by any other entity. Original receipts must be attached for expenses other than per diem meals and mileage reimbursement

Due LISD

Due Employee

Supervisor's Approval

Date

Amount to be paid on MPR (including meals requiring an overnight stay)

Amount to be paid thru Payroll (meals not related to an overnight stay)\*\*

\*\* Meals not requiring an overnight stay are taxable income to the employee per the IRS and will be included on the employee's W-2 as taxable income

THE COMPLETED EXPENSE STATEMENT MUST BE SUBMITTED TO THE CAMPUS/DEPARTMENT BOOKKEEPER/SECRETARY WITHIN 10 DAYS OF COMPLETION OF TRAVEL.