

GILMER ISD TRAVEL CHECK LIST

Employee Name: _____	Campus/Dept.: _____
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Conference Name

Location
Date(s):

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Registration Cost: \$ _____	P.O.# _____
Due date: _____	
Mail: <input type="checkbox"/> Pick-up to deliver: <input type="checkbox"/>	

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Hotel Cost: \$ _____	P.O.# _____ <i>*Attach reservation info to PO</i>
Hotel Name: _____	

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Per Diem/Meals: \$ _____	P.O.# _____ Employee must turn in a GISD Expense Report within 7 business days of travel completion
Breakfast _____ @ \$7.00 = \$ _____	
Lunch _____ @ \$8.00 = \$ _____	
Dinner _____ @ \$15.00 = \$ _____	
Per Diems _____ @ \$30.00 = \$ _____	

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Transportation: GISD Vehicle <input type="checkbox"/>	Trip # _____
	P.O.# _____
Personal Vehicle*: \$ _____ _____ miles @ .45/mile	P.O.# _____ Attach Mapquest documentation to Employee reimbursement* P.O.

Please take note of early bird registration discount amounts for registrations and cancellation policies. If an employee is unable to commit to the conference and does not cancel their registration in time for a refund, it may be the employee's responsibility to pay for the difference that is not reimbursed.

Any travel advances (meals and mileage) should be submitted to the GISD Business Office at least two (2) weeks prior to travel departure date. Please allow for school holidays and weekends when submitting. The Business Office prints checks every Thursday. Travel requests that are not submitted in time to make the check run prior to departure, will be processed as a reimbursement upon returning from traveling.

Please contact Jennifer Bowman at x1415 (903-841-7415) for any questions you may have.