

**PANOLA CHARTER SCHOOL
EXPENSE OUT OF DISTRICT TRAVEL**

(Please complete form upon return from trip within 7 to 10 working days)

Name _____

Travel Dates _____ / _____

Destination _____

EXPENSES CLAIMED: (Receipts must be attached to this request)

Transportation: _____ miles @ \$.70, per mile..... Total \$ _____

Meals \$20 per or @\$60 per diem @ # of Days _____ Total \$ _____

Lodging (Attach receipts) _____ night @ \$ _____ \$ _____

Hotel Name _____

Registration Fee: \$ _____

Other Expenses: (Itemize and attach receipts)..... \$ _____

Total travel cost: (Sum of all lines above) \$ _____

Less prepayment amount: (Attach prepayment stubs)..... \$ _____

Amount of refund to the District: \$ _____

Amount of reimbursement to the employee:..... \$ _____

FUND	FN	OBJECT	ORG	FY	PIC

Employee Signature _____

Principal Signature _____

Business Manager Signature _____

Superintendent Signature _____