

PANOLA CHARTER TRAVEL ADVANCE REQUEST

Date of travel: _____ Date check is needed: _____

Requested by: _____ Campus: _____

Purpose of expense: _____ Location: _____

Date/Time of departure: _____ Date/Time of return: _____

MEAL ADVANCE:

Check payable to: _____

_____ meals @ \$20.00 per meal (\$60 per diem) = \$ _____

FUND	FN	OBJECT	ORG	FY	PIC

HOTEL ADVANCE

Check payable to: _____ Telephone: (____) _____

Address: _____ Fax: (____) _____

City/State _____ Zip Code _____

Confirmation # _____

FUND	FN	OBJECT	ORG	FY	PIC

TRANSPORTATION:

Personal Car: (if school car is not available) _____ @ .70 per mile _____

Other: (specify) _____ \$ _____

FUND	FN	OBJECT	ORG	FY	PIC

REGISTRATION: (ATTACH REGISTRATION FORM FOR TRAINING)

Check payable to: _____

Return Check

Address: _____

Mail Check

CITY/STATE _____ ZIP _____ Amount: \$ _____

_____ nights @ \$ _____ Per night (include city tax) \$ _____

FUND	FN	OBJECT	ORG	FY	PIC

SIGNATURE: _____ BUSINESS MANAGER: _____

PRINCIPAL: _____ SUPERINTENDENT: _____