



Travel Recap

FOR TRAVEL DEPARTMENT USE ONLY

Date Received:

Audited By:

Recap of travel expenses should be turned in within 5 days of your return with original receipts.

Employee's Name	Original Travel PO#
Campus/Department	City/Destination of Event
Recap Completed By	

DEPARTURE	DATE	TIME (AM/PM)	RETURN	DATE	TIME (AM/PM)

MEALS: Please recap the actual amount of students/sponsors that attended

Actual # of Students	# Meals	=	Total Meals	@	= \$	Student Meals	Total Meal Expense = \$
							Less Meal Advance = \$
							Difference = \$
Actual # of Employee/Sponsor	# Meals	=	Total Meals	@	= \$	Employee/Sponsor Meals	
Meals to be reimbursed from receipts = \$							
To be selected for only Group Meals or Grant funded meals.				Total of attached meal receipts for only Group Meals or Grant funded meals.			
				Meal Amount Due = \$			

LODGING: Original itemized receipts must be attached

How was lodging paid?

District Check	Employee	Activity Funds	Travel Card	Other (Please specify in comment box)
Original PO# for Lodging				Comments
Lodging total from hotel receipt = \$				Provide specific details for all overnight trips. (ex. Stayed with family or shared room with employee/vendor #)
Enter the total cost for lodging minus any cost not allowed by the District.				
Amount from District issued check = \$				Lodging Amount Due = \$

TRANSPORTATION: Original itemized receipts must be attached

Original PO# for Transportation	Comments
Miles X Rate Per Mile = \$	
Gasoline (for lease vehicle) = \$	
Parking = \$	
Airline (baggage fees, etc) = \$	
	Transportation Amount Due = \$

OTHER EXPENSES: Original itemized receipts must be attached

Description of Expense	= \$	Amount	Comments
Description of Expense	= \$	Amount	
Description of Expense	= \$	Amount	
			Other Expense Amount Due = \$

Please select:	Money due back to Employee	Money due back to CISD	No amount due
Budget Code			
Budget Code			
I hereby certify that the above expenses were incurred by me in the performance of my duties as an employee of Conroe Independent School District.			TOTAL EXPENSES=
Employee/Sponsor in charge	Date	Principal/Director/Asst. Supt.	Date

Budget code function must match the original travel request.
Funds must be available. Reimbursement can take up to 30 days.