BIRDVILLE INDEPENDENT SCHOOL DISTRICT
STUDENT TRAVEL EXPENSE REPORT

Application Date:		
Campus:		**Teacher/Sponsor:**
Student Organization:		
Destination (city)		
Purpose of Travel:		
Departure Date:		
Return Date:		
# of Students		(attach list of students)
# of Teachers/Chaperones		(attach list of teachers/chaperones)

Transportation:	Cost	# needed	Student Total	# needed	Teacher Total	Total	Actual
District Vehicles							
Charter Bus							
Airline Fare							
					Total Transportaion Cost		

Hotel/Lodging	Rate	# of days	# needed	Student Total	# of days	# needed	Teacher Total	Total	Actual
Single Occupancy									
Double Occupancy									
Triple Occupancy									
Quad Occupancy									
Misc Rate - Note									
							Total Hotel/Lodging Cost		

Registration Fees	Rate	# needed	Student Amount	# needed	Teacher Amount	Total	Actual
Student							
Teacher							
Adult							
					Total Registration Fee Cost		

Meals		# of days	# needed	Student Amount	# of days	# needed	Teacher Total	Total	Actual
Student Per Day	$ 36.00								
Staff/Adult Per day	$ 36.00								
Staff Per Day	$ 46.00								
							Total Registration Fee Cost		

Miscelleneous		# needed	Student Amount	# needed	Teacher Amount	Total	Actual
					Total Miscellaneous Cost		

Total Travel Expense | *Student Total:* | *Teacher Total:* | *Total All:*

Budet Code (Required)		**Budget Manager Approval**

By signing , Teacher/Sponsor certifies that the Actual expenses submitted are supported by the receipts and documentation attached. Any funds due to BISD will be reimbursed to BISD within 10 days of return from travel.		**Teacher/Sponsor Signature - After Travel**