

McLean ISD

Travel Request Form

Form must be signed by the Sponsor, approved by the Principal and the Athletic Director (if an athletic event), and then sent to the Business Office with all pertinent documentation for Superintendent approval. Incomplete requests will be returned to the Sponsor before requisitions will be processed.

Sponsor Name: _____ Today's Date: _____

Organization/Class: _____

Name of Event: _____

Location of Event: _____ Date(s) of Event: _____

Number of Students Attending*: _____ Number of Adults Attending*: _____

* attach list of names

Mode of Transportation: Activity Bus Bus Suburban

Lodging (Name and Address of Hotel): _____

Lodging Expense:	# of Rooms _____	Cost per night: _____	Total**:	_____	**This should be the hotel total without state sales tax so a check can be issued for payment.
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Adult Per Diem (enter the number of each below):

Breakfast @ \$8.00	Lunch @ \$13.00	Dinner @ \$15.00	Total Adult Per Diem :	\$ _____
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Student Per Diem (enter the number of each below):

Breakfast @ \$7.00	Lunch @ \$7.00	Dinner @ \$11.00	Total Student Per Diem:	\$ _____
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Itinerary Information

Date of departure: _____ Estimated time of departure: _____

Date of Return: _____ Estimated time of return: _____

Comments: _____

Approval Signatures

Signature of Person Requesting Trip	_____	Date	_____
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Signature of Athletic Director (if an athletic event)	_____	Date	_____
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Signature of Principal	_____	Date	_____
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Signature of Superintendent	_____	Date	_____
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