



BIRDVILLE INDEPENDENT SCHOOL DISTRICT

Travel Report for Athletics

The following expenses were incurred by _____ School

while attending _____ on _____
Name of Event Date of Event

in city of _____

ADVANCES PRIOR TO TRIP

ACTUAL EXPENSE TOTAL

Table with 2 columns: ADVANCES PRIOR TO TRIP, ACTUAL EXPENSE TOTAL. Rows: Hotel, Airfare, Bus/Car Rental, Fees.

Meals Per Diem for Students:

_____ for _____
of days # of Students (\$15.00 max. per day) (Per Diem Rate/no receipts needed)

Meals Per Diem for Coaches:

_____ for _____
of days # of Students (\$15.00 max. per day) (Per Diem Rate/no receipts needed)

TOTAL ADVANCES

Gasoline . . . (turn in receipts for reimbursement)

Other (Describe Below)

ACTUAL EXPENSES

(Attach all receipts to report)

Coach's Signature _____ Sport _____

_____ for _____
of days # of Students (\$15.00 max. per day) (Per Diem Rate/no receipts needed)

OFFICE USE ONLY:

The above school personnel was issued an advance of \$ _____.

Balance due Athletic Office \$ _____.

Expense in excess of advance due above personnel \$ _____.

Code: _____ P

Check Number: _____ To: _____
To: _____
To: _____
To: _____