

## GPISD Travel Authorization Form

<b>Legal Name of Traveler</b>		GPISD Email	
Traveler's Title/Position		Campus/Department	
Name of Event		Location City/State	
Depart Date:		Depart Time	Return Date
			Return Time
Purpose Justification: <i>(Required)</i>			
Account Code: <i>(Required)</i>			

### Purchase Order to Vendor

Purchase Order to Vendor	Notes	Cost
Air Fare	Midway Travel	
Registration Vendor Name		
Rental Car	x Number of Days	<i>*Contact Purchasing for Pricing/Reservation</i>
Mileage	x Rate per Mile 56	<i>*Attach MapQuest to Mileage Requisition *Provide proof insurance to Risk Manager</i>
<b>Sub-Total Direct Bill</b>		

### Purchase Order to Bank of America for District Issued Travel Credit Card

Hotel Rate		x Nights	x # of Rooms		<i>*Attach Hotel Confirmation</i>
Tax(Exclude State of TX Tax)		x Nights	x # of Rooms		Rooming With:
Fuel (Estimate)					<i>Rental/District Vehicles Only</i>
Parking		x Number of Days			Hotel, Airport, Convention, Downtown, Events, etc....
Public Transportation					<b>Notes:</b>
Luggage	\$30.00	x1= One Way: 2=Round Trip			
Non-Travel Day Meals	\$61.00	x Number of Days			
Travel Day Meals	\$45.75	x Number of Days			
<b>Sub-Total Travel Card</b>					

### Student Travel (Attach Student List)

Meals Per Day	\$40.00	x Days		x # of Students	
One Meal	\$20.00	x Meals		x # of Students	
Luggage	\$30.00	x 1= One Way: 2= Round Trip		x # of Students	
<b>Notes:</b>					<b>Sub Total Student Travel</b>
					<b>Total Estimated Travel Cost</b>

*I certify that I have read and accept responsibility for compliance with the Grand Prairie ISD Travel Guidelines*

Traveler:		Date:	
Supervisor:		Date:	
Program Dir:		Date:	
Superintendent:		Date:	

*\*Superintendent Signature for Out-of-State Travel Only*

*Updated Sept 2021*