

Vernon ISD Sponsor/Student Travel Reconciliation Form

Day Rates: Breakfast \$ 8.00 (Must depart before 7am)
 Lunch \$12.00 (Must be gone past 12:00 noon)
 Supper \$15.00 (Must be gone past 6:00 pm)

Tips are not included but Limited to 15%

Overnight Rates: All District, Area, Non-Conference and Invitational Events \$40.00 per day
 All Qualifying Post Area, Regional and State Events \$50.00 per day

Lodging: Room rate must not exceed \$150.00 per night (excluding local taxes & fees)
 Suggested rate: Between \$90 and \$120

These rates apply for both students and adults. ORIGINAL RECEIPTS ARE REQUIRED FOR ALL PURCHASES!

Name/Group:	Trip/Event:
MEALS	LODGING
Date:	Vendor:
Breakfast \$	Daily Rate: _____ x # Rms _____ =
Lunch \$	# of Days:
Supper \$	Total Lodging:
Date:	
Breakfast \$	INCIDENTALS (Parking, Cab, Fuel, etc...)
Lunch \$	Reimbursed Mileage _____ @ .625 =
Supper \$	Other Fees:
Date:	
Breakfast \$	
Lunch \$	
Supper \$	
Date:	Total Incidentals:
Breakfast \$	Other Fees:
Lunch \$	
Supper \$	Other Associated Fees or Expenditures:
Total Meal Costs:	Registration Fee
Credit Card #	Conference Fee
Signature	Course Fees
Date Returned	Grand Total All Expenses:

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If needed, please use this page to document any unusual and or needed explanations related to expenses for this trip. Include explanation of missing receipts and total for each one separately. Also, include phone numbers or contact information if you had any issues with vendors. Please be thorough and clear with your explanation.