



**CANUTILLO INDEPENDENT SCHOOL DISTRICT
SPONSOR / STUDENT TRAVEL EXPENSE REPORT**

Name: _____								
Campus/Department _____								
Conference/Event: _____								
Conference/Event Dates: _____								
SPONSOR EXPENSES:								
	SUN	MON	TUES	WED	THUR	FRI	SAT	TOTALS
Meals								
Ground Transp.								
Registration								
Lodging								
Paid by Employee								
Other								
TOTAL SPONSOR EXPENSES:								(a)
STUDENT EXPENSES: NUMBER OF STUDENTS TRAVELING: _____								
	BREAKFAST	LUNCH	DINNER	TOTALS				
Meals								
Registration								
Lodging								
Other								
TOTAL STUDENT EXPENSES								(b)
EMPLOYEE EXPENSES PAID FROM DISTRICT				(a)				
STUDENT EXPENSES PAID FROM DISTRICT				(b)				
TOTAL EXPENSES PAID FROM DISTRICT (a+b)				(c)				
Amount due to Student(s)				(d)				
Amount due to Sponsor				(e)				
Amount due to District								
GRAND TOTAL (C+F)								
I certify that I: (check one)		<i>Used all of the per diem for food purchases only.</i>						
		<i>Did not use all of the per diem for food purchases only. Any unused per diem will be returned to District.</i>						
SPONSOR SIGNATURE: _____								
BUDGET ADMIN. SIGNATURE: _____								
Executive Director, Financial Services Division: _____								
FINANCIAL SERVICES USE ONLY								
District Reimbursed On: _____								
Office Receipt # _____								
Sponsor Reimbursed On: _____								
ERR # _____								
Acct #: _____								