

**Lufkin Independent School District**  
**Employee Travel Request with Students**

NAME \_\_\_\_\_ CAMPUS/DEPT \_\_\_\_\_

MEETING TO ATTEND \_\_\_\_\_ CITY ATTENDED \_\_\_\_\_ ST \_\_\_\_\_

DEPARTURE DATE \_\_\_\_\_ RETURN DATE \_\_\_\_\_

*Travel requests must be filed with the business office 14 days prior to the date of event. All Out of State Travel must have prior approval by the Superintendent.*

\*\*\*\*\*

ESTIMATE OF EXPENSES (Please complete back of form)

\$ \_\_\_\_\_

TRAVEL ADVANCE NEEDED - YES NO AMOUNT OF ADVANCE REQUESTED \$ \_\_\_\_\_

STUDENT TRAVEL PRE-REGISTRATION REQUESTED - YES NO \$ \_\_\_\_\_

Account Code \_\_\_\_\_

\*\*\*\*\*

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal/Supervisor Approval \_\_\_\_\_ Date \_\_\_\_\_

Asst. Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_

Accounting Office Approval \_\_\_\_\_ Date \_\_\_\_\_

**IMPORTANT INFORMATION**

This form is required for any employee who travels out-of-district at a cost of over \$100 in involves or overnight lodging. Do not schedule travel until all above approvals are obtained. Travel reimbursement is based on funds being budgeted and available. To be reimbursed for travel expenses, a travel voucher must be completed and returned. Please see campus administration for this form or print a copy online. Please see below requirements for reimbursement.

1. Receipts are required for any kind of public transportation or parking.
2. Hotel bill is required. This must be a detailed copy of motel bill and not a motel summary sheet. We must see the total charges. For federal funds see GSA for reimbursement rates. **State sales tax will not be reimbursed. Give the exemption form on back of this request to the hotel when you check in.**
3. Meals – Meals for students are reimbursed at \$8 per meal. **When a travel voucher is completed, you must either have receipts for the meals or a student meals receipt form completed. This student meals receipt form is a new form and you can get it from your director/principal or online. The form is self-explanatory.** Sponsors meals are also reimbursed at \$8 per meal when traveling with students.
4. Conference registration receipt is required if registration is paid by employee.
5. **SEE LUFKIN ISD TRAVEL GUIDELINES FOR A COMPLETE EXPLANATION OF TRAVEL REQUIREMENTS. LUFKIN ISD IS NOT RESPONSIBLE FOR EXPENSES NOT COVERED BY LUFKIN ISD’S TRAVEL REGULATIONS.**

6. **EMPLOYEES MUST COMPLETE THE FOLLOWING:**

7.

Cost	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7	Total
Mileage								
Parking								
Lodging								
Meals								
Registration								
Other								
						Grand Total*		

8. Method of payment for advance? Check      Direct Deposit



Comptroller  
of Public  
Accounts  
(Rev. 3-02/12)

## TEXAS HOTEL OCCUPANCY TAX EXEMPTION CERTIFICATE

**NOTE:** This certificate is for business only, not to be used for private purposes, under penalty of law. The hotel operator may request a government ID, business card or other identification to verify exemption claimed. Certificate should be furnished to the hotel or motel. DO NOT send the completed certificate to the Comptroller of Public Accounts. The certificate does not require a number to be valid. Refer to hotel rule 3.161 for exemptions.

Check exemption claimed:



**United States government or Texas government official (state, city, and county tax exemption)** Includes US government agencies, State of Texas officials who present a Hotel Tax Exemption Photo Identification Card, and diplomatic personnel of a foreign government who present a Tax Exemption Card issued by the United States Department of State. **United States government employee (state tax exemption)** Includes US government employees traveling on official business representing the federal government. Hotels should check with the local taxing authorities to determine if federal employees are exempt from city and county taxes.



**Religious, charitable, or educational organization or employee (state tax exemption only)** Educational organizations include independent school districts, private or public elementary and secondary schools and institutions of higher education of this state and other states, as defined in Section 61.003, Texas Education Code. Religious and charitable organizations must hold a letter of exemption issued by the Comptroller of Public Accounts to claim an exemption.

Name of exempt organization <b>Lufkin Independent School District</b>	Organization exempt status (Religious, charitable, educational, governmental) <b>Educational</b>
Address of exempt organization (Street and number, city, state, ZIP code) <b>101 Cotton Square      Lufkin, Texas 75904</b>	

**GUEST CERTIFICATION:** I declare that I am an occupant of this hotel/motel on official business sanctioned by the exempt organization named above and that all information shown on this document is true and correct.

<b>sign here</b> Guest Name (Please print)	Date
---	------

### FOR HOTEL/MOTEL USE ONLY (OPTIONAL)

Name of hotel/motel				
Address of hotel/motel (Street and number, city, state, ZIP code)				
Room rate	Local tax	Exempt state tax	Amount paid by guest	Method of payment

Under Ch. 559, Government Code, you are entitled to review, request, and correct information we have on file about you, with limited exceptions in accordance with Ch. 552, Government Code. To request information for review or to request error correction, contact us at the address or toll-free number listed on this form.