

Fort Stockton ISD Per Diem Receipts

Employee _____	Travel Authorization # _____
Campus _____	Purchase Order # _____

Date _____			
Amount Approved (Based on policy)	Amount Received (In advance of travel)	Amount Spent (Receipts enclosed)	Refund due to the District

Date _____			
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Date _____			
Amount Approved (Based on policy)	Amount Received (In advance of travel)	Amount Spent (Receipts enclosed)	Refund due to the District

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Employees must return ALL receipts for meals (in addition to lodging, parking and other receipts currently required).

If the total advance expense monies are not spent, the balance must be returned to the district. If the receipts are not returned for funds received in advance, then those funds must be returned to the district.

RECEIPTS AND/OR REFUNDS MUST BE SUBMITTED WITHIN 7 DAYS OF RETURNING TO THE DISTRICT

Total of Funds Returned to the District or Total to be Reimbursed \$ _____
