Fort Stockton ISD Per Diem Receipts

Employee	Employee Travel Authorization #						
Campus	Purchase Order #						
Date							
Amount Approved	Amount Received	Amount Spent	Refund due to the				
(Based on policy)	(In advance of travel)	(Receipts enclosed)	District				
Date							
Amount Approved	Amount Received	Amount Spent	Refund due to the				
(Based on policy)	(In advance of travel)	(Receipts enclosed)	District				
(= r · , ,	(222 232 7 232 7 2 2 2 2 2 2 2 2 2 2 2 2	(**************************************					
Date							
Amount Approved	Amount Received	Amount Spent	Refund due to the				
(Based on policy)	(In advance of travel)	(Receipts enclosed)	District				
1 ,	,	,					
Date							
	Amount Received	Amount Sport	Refund due to the				
Amount Approved (Based on policy)	(In advance of travel)	Amount Spent (Receipts enclosed)	District				
(Dased on poncy)	(III advance of traver)	(Reccipts eliciosed)	District				
Date							
Amount Approved	Amount Received	Amount Spent	Refund due to the District				
(Based on policy)	(In advance of travel)	(Receipts enclosed)	District				
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							
\$							