

Anthony ISD Travel Form for Faculty/Coaches with Students
Athletic / Extracurricular Activities



Activity and Location	Departure Date & Time	Return Date & Time	# of Students	# of Days	# of Breakfast Meals	# of Lunch Meals	# of Dinner Meals	Total Meals	Rate	Total
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
			# of Faculty/Coaches							
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00
								0	\$8.00	\$0.00

Account # _____

Faculty/Coach _____ Date: _____

Supervisor/Athletic Director _____ Date: _____

CFO _____ Date: _____

Important Information:

- A. This form and team roster are due 3 weeks before travel date
- B. Check will be issued 2 days before travel date
- C. Final ROSTER is due five (5) work days after activity
- D. Cash or Sale Receipts are due five (5) days after activity; reconciliation will be performed