

**TYLER INDEPENDENT SCHOOL DISTRICT  
TEAM TRAVEL VOUCHER**

\_\_\_\_\_ Date Returned

Team travel expense reports must be filed within three (3) days of your return, including receipts and returned funds.

Coach: \_\_\_\_\_ Campus: \_\_\_\_\_

Address: \_\_\_\_\_ Sport: \_\_\_\_\_

Team: 7<sup>th</sup> 8<sup>th</sup> 9<sup>th</sup> JV Varsity Destination: \_\_\_\_\_

Date & Time of Departure: \_\_\_\_\_ am/pm

Date & Time of Return to Tyler: \_\_\_\_\_ am/pm

If requesting advanced funds: Date of Request \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

Amount of Advanced Funds \$ \_\_\_\_\_

Lodging Expenses (attach Receipts) \$ \_\_\_\_\_

Meal Expense (attach receipt) \$ \_\_\_\_\_

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Mileage \_\_\_\_\_ @ .35 per mile \$ \_\_\_\_\_

Miscellaneous Expense (list details & attach receipt) \$ \_\_\_\_\_

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Total Expenses \$ \_\_\_\_\_

Number of Students \_\_\_\_\_ Cost Per Student \_\_\_\_\_

Amount Returned to Tyler ISD \$ \_\_\_\_\_

- OR -

Amount Due Coach \$ \_\_\_\_\_

**NOTE: All requests for advanced funds must be submitted on this form and include coach's name and mailing address.  
Attach a calculator tape with receipts to verify your figures.**

Approved: Athletic Director \_\_\_\_\_ Date \_\_\_\_\_ Account Code \_\_\_\_\_ Advance Amount \$ \_\_\_\_\_

Business Office Approval \_\_\_\_\_

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The above expenses are true and correct.

\_\_\_\_\_  
Employee's Signature Date