

Kilgore Independent School District
Request for Travel Advance - Activity Funds

School _____

Organization _____

Sponsor _____

Date(s) of Trip: _____

Destination _____

Nature of Trip: Keep in mind that all school trips should have an educational purpose _____

Advance Requested: _____

Calculation of requested Advance:

A District travel expense report must be completed within 72 hours of your return from this trip.
Expenses can not exceed amounts allowed per board policies.

Sponsors Signature

Date

Principals Signature

Date

Administrative use only

Check Number _____ Date _____ Initials _____

Date on which follow up report (District Travel Expense Report) was received _____
