

## School District of Indian River County

### \*\*\*V.B.H.S. TRAVEL PACKET\*\*\*

Coach / Sponsor Name \_\_\_\_\_  
 SDIRC Employee (circle one) YES NO  
 Sport / Group Name \_\_\_\_\_  
 Account Number \_\_\_\_\_

#### MEALS

Per Diem Meal Allowance Employees: Did you complete a Leave Form? Yes \_\_\_\_\_ No \_\_\_\_\_

*On Travel required to conduct student activity, the following allowances for meals can be made in accordance with the stated requirements.*

	Athlete	Coach (non employee)	
<b>BREAKFAST</b>	\$3.00	\$5.00	Must Leave at or Before 6:00 am and return after 10:00 am
<b>LUNCH</b>	\$5.00	\$8.00	
			Must Leave by Noon and return after 2:00 pm
<b>DINNER</b>	\$8.00	\$16.00	Must Leave Before 6:00 pm

Date Departing		Time	
Date Returning		Time	

Does the hotel offer a continental breakfast? Yes  No

*\*\*Make sure to take a tax exempt form with you for your hotel vendor (attached)*

*Meal checks are payable to the Coach/Sponsor and funds are dispersed to students. SIGNATURE FORM **MUST** BE TURNED BACK IN TO TONI KOUN*

#### VAN / BUS / CAR Rental

*All travel vehicle rentals for sports **MUST** be prior authorized by the Athletic Director in writing.*

*★\*\*\*\*You must Call 1-877-690-0064 to get Quote for VBHS Purchase Order Process\*\*\*\**

#### GAS / Toll / SunPass

I am I am NOT (circle one) Claiming Travel expenses on my TDE

*For Non Employees, Reimbursement for Gas, Toll and SunPass expenses is paid **ONLY** upon presentation of **ORIGINAL** paid receipts.*

No Reimbursement is paid if you are a SDIRC Employee.

#### HOTEL / MOTEL

Do you require a check prior to your departure? Yes \_\_\_\_\_ No \_\_\_\_\_

*Check requests require up to a 10 day processing time*

Is there a W-9 on file with the VBHS Bookkeeping office? Yes \_\_\_\_\_ No \_\_\_\_\_

*Verify with VBHS Bookkeeper*

**Turn into the VBHS Bookkeeper within ONE (1) business day at the end of your travel:**

- Completed and Signed Meal Form Signed by Students
- Receipt from Hotel (**original only**)
- Receipts for All Gas, Toll, Sun Pass Reimbursement (**originals only**)

#### DOCUMENTS

##### OFFICE} ATTACHED DOCUMENTS

- |                                |                       |
|--------------------------------|-----------------------|
| Meal Form For Students To Sign | Vehicle Rental Forms  |
| Tax Exempt Form                | Blank PO Request Form |

Note: Field Trip Forms Asst.Prin.

Note: Bus Reqs: J. Bartholomew