



Request for Consortia Travel Funds

If completing this form electronically, please type in the gray space next to each section, it will expand as you type, save the file and email it back to our office.

Date Requested	
Consortia Member Name	
Phone	
Address	
City, ST Zip	
SS#	
Travel Dates	
Destination	
Purpose	

Registration Fee	
Transportation Air (receipt required) Car (miles @ .35 pr/mile)	
Lodging (receipt required) <small>Note: When making your reservation, request the state rate. Ask your school for a tax exemption form to take with you. Texoma Tech Prep can only reimburse up to the state rate. Texoma Tech Prep can not reimburse state tax.</small>	
Meals (maximum allowed) Breakfast: \$6 Lunch: \$8 Dinner: \$12 <small>Note: Texoma Tech Prep can not reimburse breakfast the first day of travel or dinner on the last day of travel.</small>	
Other Travel (receipt required) Parking Taxi	
Total Requested	

When signed by the Executive Director, Texoma Tech Prep agrees to reimburse the above expenses for consortia member travel. Expenses will be processed and paid when the required receipts for travel have been submitted to the Tech Prep office.
(Must be signed by Texoma Tech Prep Director in order to be authorized.)

Signature

Donna King, Executive Director

For electronic signature, please check the box and type your name on the signature line.

After completing this form please email it to: techprep@grayson.edu
 or FAX to 903-463-8764. If you have questions please call 903-463-8654.