

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 \_\_\_\_\_