

Kilgore Independent School District  
Request for Travel Advance

It is the practice of Kilgore Independent School District not to issue travel advances. Kilgore Independent School District employees will be reimbursed as soon as possible upon return from travel and the proper filing of a travel expense report, unless the employee is traveling with students.

It is understood though that in unusual situations it might be necessary for an employee to secure an advance in order to be able to travel for District purposes. In order to do so the employee must explain the hardship below and receive approval from their supervisor and the District Superintendent. Even in emergency situations these travel advances will be limited to estimated meal per diem and mileage allowances.

**Explanation of Emergency or Hardship**

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Advance Requested \_\_\_\_\_

\_\_\_\_\_  
Employee  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor  
Approval

\_\_\_\_\_  
Superintendent Approval

This form must be accompanied by a request to attend meeting (pink) form.