

Anthony ISD
Team Travel Check Request Form

	Activity and Location	Departure Date Time	Return Date Time	# of Students	# of Days	# of Break fasts	# of Lunch	# of Dinner	Total Meals	Rate	Total
1										\$7	
										\$7	
										\$7	
										\$7	
										\$7	
										\$7	
										\$7	
										\$7	
										\$7	

Account # _____

Coach _____

A This form and team roster are due three weeks before the first travel date.

B Check will be issued two days before travel date.

Athletic Director _____

C An ACTUAL roster is due two work days after the activity.

D Cash or register receipts are due two days work days after the activity.

CFO _____

E Reconciliation will be performed. Monies due to AISD must be refunded within two work days (after notification from accounts payable).