

Comfort ISD
TRAVEL OR ONLINE REGISTRATION
Requisition Form (rev Oct 2018)
 (COMPLETE ONE FORM FOR EACH VENDOR)

Attach completed registration form.

Processing instructions: I will hand carry check Return PO to Requestor Mail check
 Other: _____

| | | | | | | | |
|---|---|-----------------------------------|------------------------------|---------|--|--------------|--|
| 1 | Vendor Name: Citibank OR Name of other Vendor | | | | | | |
| 2 | Registration/Event Details | | | | | | |
| | Who (who to register) | | | | | | |
| | What (Name of Event) | | | | | | |
| | When (Date(s) of Event) | | | | | | |
| | Where (Location of Event) | | | | | | |
| | Registration Cost per person: | | | | | | |
| 3 | Hotel/Motel Name | How many nights? | How many rooms? | | Price per night (standard is \$94) | | |
| | Will you be sharing a room? Yes / No | | | | | | |
| 4 | Meals | How many people? How many days | Adults: | | Students: | | |
| | | | | unit | total | total | |
| | | | B | \$8.00 | | B \$8.00 | |
| | | | L | \$11.00 | | L \$10.00 | |
| | | | D | \$22.00 | | D \$15.00 | |
| | | | | \$41.00 | | \$33.00 | |
| 5 | Parking | | | | | | |
| | | | | | | | |
| 6 | Transportation: (Circle your choice) | Bus \$0.75/mi. | School Vehicle \$0.50/mi. | | Personal Vehicle (when no school vehicle available) | | |
| 7 | Other: | | | | | | |

| % | Account Code(s) **All expenses must be adequately funded** | Amount |
|---|---|--------|
| | | |
| | | |
| | | |

Remember to take:

- Citibank card
- Sales Tax exempt form
- Hotel Tax Exemption Certificate (take two- one for check in and one for check out)
- Gas card if needed

Remember to return to Business Office within 5 days:

- Itemized Hotel Receipts
- Itemized Student Meal Receipts: The District does not pay sales tax or tips of any kind
- Parking receipts
- Gas tickets (if applicable) signed by driver, with the odometer reading, and vehicle ID/description

I hereby certify that the above claimed expenses are true and correct and within the applicable guidelines.

Signature:

Date: