

TRAVEL AUTHORIZATION AND PAYMENT/REIMBURSEMENT VOUCHER

TRAVEL INFORMATION

|                          |  |
|--------------------------|--|
| Name:                    |  |
| Address:                 |  |
| Phone number:            |  |
| E-mail:                  |  |
| Social security number*: |  |
| Position applied for:    |  |

REIMBURSEMENT INFORMATION

| Receipts Required on Return |       | Expenses to be Reimbursed |
|-----------------------------|-------|---------------------------|
| Airfare:                    |       | \$                        |
| Lodging:                    |       | \$                        |
| Other Travel:               |       | \$                        |
|                             | Total | \$                        |

**Note: Staple receipts for full reimbursement.**

\*This information will be necessary for reimbursement purposes in accordance with Procurement guidelines.

Return complete forms to: Houston ISD, 4400 W. 18th St., Houston, TX 77092

Human Resources Attention: Alicia Lugo