**Professional Travel Leave Request Procedures Checklist**

The following list of steps **must all be completed** before the travel request will be approved:

* Specify the meeting you wish to attend and meeting location
* Provide a copy of the brochure/pamphlet and agenda that tells about the meeting
* Highlight registration instructions and costs and indicate if registration has been completed or not
* Highlight meals that will be provided with your registration at the meeting
* Provide number of EACH Breakfast, Lunch and Dinner you are requesting the district to pay for
* “Hotels” – Designate which hotel you prefer to stay at for the meeting
* Designate number of nights needed for lodging, including arrival & departure dates
* Specify the actual dates of meeting
* Specify dates you will be absent – including travel to and from location
* Mode of Transportation: District Vehicle should be used if available. If District Vehicle is not available select next mode of travel. If it is more cost effective to fly, airplane can be selected.
* Identify which Administrator asked you to attend the meeting
* Sign and date your Travel Request Form
* Have your building Administrator/Supervisor approve and date your request
* Send your request to the Administrative Office for the Superintendent’s approval
* At the end of your stay, please make sure to get a receipt from the hotel when you check out.
* Submit all receipts for hotel, parking, etc. to the District Office upon your return, you may email them to ap@jsd171.org

**(Revised: 02/2025)**

**JOINT SCHOOL DISTRICT #171**

**TRAVEL REQUEST - PROFESSIONAL**

**Form must be signed, dated and approved by Administrator and Superintendent at least 10 days prior to**

**travel to insure travel allowance is available prior to travel. Please attach copies of brochures and pamphlets for District Office use to secure lodging, and meals for each meeting. NO travel arrangements will be made until ALL the information has been submitted and approved by the Superintendent.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Building: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Meeting you wish to attend: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration completed: Yes\_\_\_\_ No\_\_\_\_ (if no please provide information for registration)

Requested # of Meals: Breakfast: # \_\_\_\_\_\_ Lunch: #\_\_\_\_\_\_ Dinner: #\_\_\_\_\_\_ (not included in registration)

If lodging is required, list preferred Hotel: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Actual dates** of stay: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **(*NOTE: Personal Credit Card may be required by Hotel upon arrival to cover incidental expenses.)***

Dates of meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dates you will be absent: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mode of Travel: District Vehicle: \_\_\_\_\_\_

If district vehicle is not available: Private vehicle:\_\_\_\_\_\_ Carpool:\_\_\_\_ with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Airplane:\_\_\_\_\_\_

Which District Administrator requested your attendance at this meeting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Employee’s Signature** **Date**

|  |
| --- |
| **For District Office Use Only:**Cost of Travel: Mileage: #\_\_\_\_\_\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_\_\_ Airfare: $\_\_\_\_\_\_\_\_\_\_ Lodging: #\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_  Meals: Breakfast: #\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_ Lunch: #\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_ Dinner: #\_\_\_\_\_\_\_\_ $\_\_\_\_\_\_\_\_\_\_ Registration: $ \_\_\_\_\_\_\_\_\_\_\_\_ PO#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Travel Expense Total: $\_\_\_\_\_\_\_\_\_\_\_\_ Total Advance allowed: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  |

**Approved by Administrator**: **Yes**\_\_\_\_ **No**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **District Administrator**

**Approved by the Superintendent**: **Yes**\_\_\_\_ **No**\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Superintendent’s Signature**

**(Revised: 02/2025)**