

## Professional Meeting and/or Travel Request Procedure

The Professional Meeting Travel Request form is needed to give permission for travel and to utilize certain funds. When filled out properly, this form indicates that pre-approval for travel has been granted and how expenses will be paid (i.e., grant, board paid, SBDM, etc.). A blank copy of the form may be found at ([link](#)) or on the district's website.

- Complete **ALL** information on the request form and leave no blanks. (BOE procedure 03.125 AP.21). The forms will be needed for **in-district, in-state, and/or out-of-state travel**. Incomplete forms may be returned and delay any travel pre-approval.
- Always make sure to obtain pre-approval before traveling.
- If using your personal vehicle for travel, a copy of a current proof of insurance card **MUST** be provided with the travel request.
- If using a board vehicle, a copy of a valid driver's license **MUST** be provided beforehand.
- After obtaining the appropriate signatures, reach out to the school bookkeeper to receive a requisition number and include it on the form.
- When the Professional Meeting and/or Travel Request form has been **fully** completed to include appropriate signatures and requisition number, send the forms to Jill Duncan ([jill.duncan@livingtson.kyschools.us](mailto:jill.duncan@livingtson.kyschools.us)). This may include a copy of insurance and driver's license.
- **IMPORTANT:** All out-of-state travel must be pre-approved by the Board of Education. This takes planning since the Board only meets once a month. Send all out-of-state request forms fully completed to the Superintendent for board approval. Also, cc Jill Duncan in the email. A copy of the travel form will be returned to the applicant once board approved.
- After travel, the following paperwork must be returned to the board office within 5 business days.
  - A copy of the approved Professional Meeting/Travel Request form;
  - All **itemized receipts**; and
  - A completed Payment Approval Form ([link](#)).
- The applicant will need to also complete a Travel/Mileage Reimbursement Voucher for any personal mileage and/or meal expenses that occurred during the travel. A blank copy of the procedure and the form may be found at ([link](#)) or on the district website. **Itemized receipts** will be needed for meal reimbursement. Do not use a school or district credit card for meals. Allowable food expenditures per day are: Breakfast \$13, Lunch \$14, and Dinner \$23. Overnight stay is required. Other information can be found ([link](#)).