

PROFESSIONAL MEETING AND/OR TRAVEL REQUEST FORM

Employee Name: _____ Today's Date: _____

Conference/Workshop Date(s): _____ Departure Time: _____ Return Time: _____

In District: Out of District/In State: Out of State: (Requires Board Approval)

Conference/Workshop Name: _____ City, State Location: _____

Please List Name(s) of Other District Employees Attending Conference/Workshop: _____

Professional Development Credit: Yes No Other: _____

ESTIMATED EXPENSE: (Must be completed for approval)

Requisition/PO#: _____

Substitute Needed: Yes No No. of Days: _____ Funding Source: _____
Registration Fee: \$ _____ Funding Source: _____

Use of Board Vehicle: Yes No Funding Source: _____
Use of Personal Vehicle: Yes No Funding Source: _____

Mileage: \$ _____ No. of Miles: _____

***IF USING YOUR PERSONAL VEHICLE, A CURRENT PROOF OF INSURANCE CARD MUST BE PROVIDED.**

Hotel/Lodging (amount per night): \$ _____ How many nights: _____ Funding Source: _____
Meals: \$ _____ Funding Source: _____
Car Rental (amount per day): \$ _____ How many days: _____ Funding Source: _____
Air Fair: \$ _____ Funding Source: _____

TOTAL COST FOR TRIP EXPENSE: \$ _____

ADDITIONAL INSTRUCTIONS: (IMPORTANT)

- * An approved copy of this request form will need to be submitted to the board of education (Central Office).
- * If the board credit card is being used for travel, the card is to be returned the next working day after trip date(s).
- * All **ITEMIZED** receipts along with the appropriate paperwork will need to be submitted to the board office within 5 working days from trip date(s).
- * The completed approved signed Professional Meeting and/or Travel Request form can serve as the purchase order for travel expenses.

Signature of Applicant _____ Date _____

Signature of Principal/Supervisor _____ Date _____

Signature of Superintendent/Designee (If Necessary) _____ Date _____