

**SCHOOL BUSINESS TRAVEL REQUEST**

**(See Reverse Side for Instructions)**

Name: \_\_\_\_\_ Date Request Submitted: \_\_\_\_\_

Title: \_\_\_\_\_ Department or Program: \_\_\_\_\_

Purpose of Authorized School Trip:  
\_\_\_\_\_  
\_\_\_\_\_

**Estimated Travel Expenses:** (You must provide receipts for registration, travel, lodging and other expenses)

Travel: \_\_\_\_\_ (only if school car is unavailable)

Lodging: \_\_\_\_\_

Meals:

Breakfast per diem \$ 7.50 per day x \_\_\_\_\_ days = \_\_\_\_\_

Lunch per diem \$12.50 per day x \_\_\_\_\_ days = \_\_\_\_\_

Dinner per diem \$25.00 per day x \_\_\_\_\_ days = \_\_\_\_\_

Other Expenses: \_\_\_\_\_

**TOTAL ESTIMATED EXPENSES:** \_\_\_\_\_

**Signature of Requestor:** \_\_\_\_\_

**Do Not Write Below This Line**

Approved Expense: \_\_\_\_\_ Budget Code: \_\_\_\_\_

Approved \_\_\_ Not Approved \_\_\_ Principal/Program Admin. \_\_\_\_\_ Date \_\_\_\_\_

Approved \_\_\_ Not Approved \_\_\_ Superintendent \_\_\_\_\_ Date \_\_\_\_\_

**INSTRUCTIONS FOR PROCESSING CONFERENCE REQUEST**

This form must be approved in advance for conferences and/or business travel.

1. Complete requested information and forward to your building/program administrator for approval along with conference literature/information.
2. The building principal/program administrator approves the request and forwards to the Superintendent for approval.
3. The Superintendent or designee completes the approved expense amount and budget code, photocopies the request and sends original back to the conference attendee.
4. To obtain out-of-pocket expenses reimbursement, the conference attendee must submit this approved form and a completed purchase order with original receipts attached to the Business Office/Accounts Payable Department. The reimbursement amount must not exceed the approved expense amount as indicated on the front of this form. Out of pocket reimbursements for registration fees, travel, lodging and other expenses will not be made unless original receipts are submitted.
5. If all supporting documentation is appropriate, a check will be processed within 30 days and sent to the conference attendee.

Adoption date: June 12, 2007