

School Year \_\_\_\_\_  
Date Submitted \_\_\_\_\_

**ALTUS PUBLIC SCHOOLS  
PRIOR APPROVAL TRAVEL REQUEST FORM**

In-State \_\_\_\_\_  
Out-Of-State \_\_\_\_\_  
Submitted by \_\_\_\_\_ School \_\_\_\_\_

Please consider my request to attend a meeting to be held on:  
\_\_\_\_\_ at \_\_\_\_\_  
(Month, day & year) (City & State)

Name and briefly describe the meeting and the benefits you feel will be derived from your attendance. With this request, I have agreed to (1) share the training with others upon my return and (2) to evaluate the training for administration using the appropriate form.

**A COPY OF THE PROGRAM AND AGENDA MUST BE ATTACHED.**

Will a substitute be needed? \_\_\_\_\_ Yes \_\_\_\_\_ No

This meeting is estimated to cost the school district the following:

OCAS Code OR Indicate that a separate request is attached

*Registration Fee	\$ _____	_____
*Lodging	\$ _____	_____
Mileage (.545)	\$ _____	_____
Meals	\$ _____	_____
Tolls	\$ _____	_____
Other Expenses:		
Please List:	\$ _____	_____
	\$ _____	_____

**TOTAL EST. COST \$ \_\_\_\_\_**

Will these costs be paid from special grant funds or by some source other than the school district's operating budget? \_\_\_\_\_ If yes, what source of funding?

\_\_\_\_\_

Principal's Signature \_\_\_\_\_ Date Approved \_\_\_\_\_  
Date Disapproved \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date Approved \_\_\_\_\_  
Date Disapproved \_\_\_\_\_

**\*LISTING AMOUNTS DOES NOT GENERATE A PURCHASE ORDER**

(Prior Approval Travel Regulations on Back)

## **ALTUS PUBLIC SCHOOLS TRAVEL REGULATIONS**

1. Advance approval from the Superintendent of Schools is required for attendance at meetings if reimbursement is to be paid. A Prior Travel Request Form must be submitted for approval at least two weeks in advance and should include an itinerary showing times meeting will begin and end and where the meeting will be held. If this information is not included the prior travel form will be returned and could delay the purchase order.
2. School business leave shall be granted to employees as requested and approved for up to five (5) school days per year.
3. While on approved business for the Altus Public Schools, teachers are on salary and expenses are allowed ---- except when they are paid by the organization sponsoring the meeting.
4. Expenses may be claimed in the following manner, according to the regulations of the State Department of Education:
  - A. **MEALS** – Breakfast \$12.00, Lunch \$15.00 Dinner, \$18.00 (Maximum of \$45.00 for a full day). Breakfast reimbursement will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 3 or more hours. Lunch reimbursement will be available when it is necessary to leave or be out of the District no later than 11:00 a.m. and be out of the District for 3 or more hours. Dinner reimbursement will be available when it is necessary to leave or be out of the District no later than 4:00 p.m. and be out of the District for 3 or more hours. Reimbursement for a full day rate will be available when it is necessary to leave or be out of the District no later than 6:00 a.m. and be out of the District for 12 or more hours. Itemized receipts must be attached with the Name of the restaurant, date and itemized list of purchases. Credit card receipts are not acceptable. Meals for 1 day only trips requiring no overnight stay will be reimbursed through payroll and must meet the same criteria for reimbursements.
  - B. **MILEAGE** – Payment will be made at the rate of .545 cents per mile to and from destination. Mileage will be determined by mileage chart when available or using Mapquest.com when out of state.
  - C. **LODGING** – Receipts must be itemized with a detail listing of room rate and tax rate provided. **Rooms will be paid for or reimbursed up to \$105.00 (including applicable taxes).** All charges above this rate will be the responsibility of the individual and must be paid to the school prior to payment to the hotel. **Exceptions to this rate are conference/designated hotels or out of state.** Purchase Order Requisitions for lodging must be completed separately from the Prior Travel Form unless being reimbursed to the individual.
  - D. **MISCELLANEOUS CHARGES** – Telephone calls, pay per view movies, valet service, etc. billed to the room will be the sole responsibility of the individual.
5. Upon return from the meeting, staff will share training and materials with appropriate department, grade levels, and other District personnel. The training received will be (1) reported to the building principal and Director of Curriculum (2) evaluated for future reference for others' requests, and (3) presentations documented using the appropriate form.
6. **A COPY OF THE AGENDA OR PROOF OF ATTENDANCE IS REQUIRED ON ALL REIMBURSEMENT FORMS.**