



KARNS CITY AREA SCHOOL DISTRICT
TRAVEL AUTHORIZATION REQUEST

NAME _____

DATE _____

DEPARTMENT _____

BUILDING _____

AUTHORIZATION TO ATTEND THE FOLLOWING IS HEREBY REQUESTED:

EVENT (Attach documentation) _____

PLACE _____

DEPARTURE DATE _____ RETURN DATE _____

TRAVEL BY _____ (Personal Auto*, Train, Plane, Bus)

TOTAL PERSONAL MILEAGE REQUESTED** : _____

IS A SUBSTITUTE NEEDED FOR DATE(S) ABSENT AND ARE SCHOOL DISTRICT FUNDS REQUIRED TO COVER COST?: _____

REGISTRATION COSTS AND/OR ADDITIONAL FEES/COSTS ***: _____

MOST RECENT DATE OF ATTENDANCE AT A SIMILAR MEETING _____

TO DATE, TOTAL OF SIMILAR MEETINGS ATTENDED _____

I agree to submit a detailed report outlining the specifics of the conference and recommendations for how the information can be used at Karns City to your Supervisor.

I agree to submit an itemized expense report to the Business Office within fifteen (15) days after I return. THIS REQUEST FORM MUST BE IN THE OFFICE OF THE SUPERINTENDENT AT LEAST FORTY-FIVE (45) DAYS PRIOR TO THE SCHEDULED DATE OF YOUR DEPARTURE.

SIGNATURE _____

APPROVED _____
Supervisor

APPROVED _____
Superintendent

Board of Education

NOTE: *Advanced registration fees will be paid by the District **only** if requested. Please be reminded that written reports are to be submitted with itemized expense reports.*

(*It is expected that you car pool if more than one employee is traveling to same location. Lunch is not covered unless the travel is overnight and/or required by the meeting and not included in registration or if employee is accompanying a district student. **Attach documentation supporting mileage. ***Attach documentation supporting all fees – Receipts required for all expenses; food items must be itemized. **PLEASE REFER TO THE GUIDELINES IN POLICY #331**)

KARNS CITY AREA SCHOOL DISTRICT

NAME: _____ **DATE:** _____

1. How did you benefit professionally by attending this conference?

2. How was this conference connected to the District's Strategic Plan?

3. How will/did you share what you have learned with other teachers?
