



# BIRMINGHAM COMMUNITY CHARTER HIGH SCHOOL

## PREAPPROVAL REQUEST FOR TRAVEL

NAME: (First) \_\_\_\_\_ (Last) \_\_\_\_\_

\_\_\_\_ EMPLOYEE      \_\_\_\_ PARENT      \_\_\_\_ CONTRACTOR/CONSULTANT

PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_ @birminghamcharter.com

- Conferences must be approved by direct supervisor and CEO/Principal at least 60 days prior to travel.
- Reimbursements will not be issued for travel without prior administrative approval.
- Teachers are responsible for arranging substitute coverage.

### TRAVEL & CONFERENCE ATTENDANCE INFORMATION

<p><b>Conference Name:</b> _____</p> <hr/> <p><b>Number of workdays requested:</b> _____</p> <p><b>Will a paid substitute be required:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>LOCATION OF TRAVEL/CONFERENCE ATTENDANCE:</b></p> <p>Name: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Distance from BCCHS: _____ miles</p> <p><b>ESTIMATED EXPENSES: 1-Way Mileage: \$</b></p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 20%;">Airfare</th> <th style="width: 20%;">Lodging</th> <th style="width: 20%;">Phone Calls</th> <th style="width: 20%;">Conf. Fee</th> <th style="width: 20%;">Car Rental</th> </tr> </thead> <tbody> <tr> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> <td>\$</td> </tr> </tbody> </table> <p>Meals provided in conference: <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Some</p> <p><b>TOTAL ESTIMATED EXPENSES: \$</b> _____</p> <p>Source of Funding: _____</p>	Airfare	Lodging	Phone Calls	Conf. Fee	Car Rental	\$	\$	\$	\$	\$	<p><b>CONFERENCE REGISTRATION FEES:</b></p> <p>Pre-Paid by: <input type="checkbox"/> School <input type="checkbox"/> Self <input type="checkbox"/> N/A(free)</p> <p><b>TRAVEL DATES:</b></p> <p><b>Departure Date:</b> ___/___/___ <b>Time:</b> _____ AM/PM</p> <p><b>Begin Date of Activity:</b> ___/___/___</p> <p><b>Return Date:</b> ___/___/___ <b>Time:</b> _____ AM/PM</p> <p><b>End Date of Activity:</b> ___/___/___</p> <p><b>LODGING:</b></p> <p>Hotel: _____</p> <p>Address: _____</p> <p>City: _____ State: _____ Zip: _____</p> <p>Cost per night: \$ _____ Number of nights: _____ (If requesting hotel preference, provide hotel information and include rationale with attached documentation.)</p> <p><b>RENTAL CAR:</b> <input type="checkbox"/> Yes (pre-approval required) <input type="checkbox"/> No</p>
Airfare	Lodging	Phone Calls	Conf. Fee	Car Rental							
\$	\$	\$	\$	\$							

Submission/Agreement: **I declare under penalty of perjury that the foregoing is true and correct and acknowledge that all ITEMIZED RECEIPTS are required for reimbursement.**

Traveler: \_\_\_\_\_  
Signature

\_\_\_\_\_ Date

Approved by: \_\_\_\_\_  
Print Name/Title of Administrator

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Approved by: \_\_\_\_\_  
Chief Business Officer

\_\_\_\_\_ Signature

\_\_\_\_\_ Date

Approved by: \_\_\_\_\_  
Chief Executive Officer/ Principal

\_\_\_\_\_ Signature

\_\_\_\_\_ Date