

# Dinuba Unified School District

## Travel & Conference Request Form

### Office Use Only

SBA #: \_\_\_\_\_  
 EWA #: \_\_\_\_\_  
 REQ/PO #: \_\_\_\_\_  
 DO Calendar: \_\_\_\_\_  
 Board Request: \_\_\_\_\_  
 Site Calendar: \_\_\_\_\_

Trip Attendees: \_\_\_\_\_

Trip Title (attach flyer): \_\_\_\_\_

Trip Date/s: \_\_\_\_\_ Location: \_\_\_\_\_

<u>Date Leaving</u>
Date Leaving: _____
Time Leaving: _____

<u>Date Returning</u>
Date Returning: _____
Time Returning: _____

Specific Days Substitute Needed: \_\_\_\_\_ Dates: \_\_\_\_\_ Total Days: \_\_\_\_\_  
 (Please notify all teachers to submit absence in eschool)

**Transportation needed:**    yes    Rental    District Vehicle    Airplane  
 Please specify type of vehicle: \_\_\_\_\_  
 (I.e.: bus, train, airplane, district vehicle, carpooling, own car, etc.)

no Taking my own vehicle/Carpooling (if 2 people must car pool)-NO STUDENTS

**Gas card needed:**    yes    no    estimated amount: \_\_\_\_\_

### All documents below must be turned in with this form in order to process

- ASB:** -Attach all PO Requests if ASB is paying (travel, lodging, meals & reg)
- Absence:** -Eschool print out for all staff attendees
- List of Students/Chaperones/Volunteers** -Attendance purposes/Housing Approval
- Board Approval Request Form:** -Attach hard copy and email
- Itinerary:** -Must complete Itinerary form. Attach hardcopy.
- Lodging:** -Hotel flyer with pricing for all attendees-room type and price
- Nutrition Services:** -Completed Sack Lunch Order form. Send to food services.
- Registration:** -Completed registration and flyer for all attendees
- Transportation:** -Transportation request number: \_\_\_\_\_

**Comments:** \_\_\_\_\_

Source of funding: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

ASB Account number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Originator's Signature: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

Site Administrator: \_\_\_\_\_

Date Approved: \_\_\_\_\_

Please submit completed form along with all attachments to site secretary