

Brownsboro High School

REQUEST TO ATTEND

Instructions: A "Request to Attend" form must be submitted for approval any time a staff member plans to be out of the district on school business. Please indicate transportation (mileage), meals, lodging, registration fees, etc. if applicable. Every completed form must include district/campus budget account numbers for travel expenses. A form submitted without account numbers will be returned to the person submitting the request. Forms should be submitted at least two weeks prior to the date of participant's event.

Date:			
Print Name of person making request:			
For Period Of:			
Location:			
Purpose:			
Objective and Benefits:			
Request Initiated by:	Teacher:	Principal:	District Administrator:
Will Substitute be needed:	Yes	No	If yes, how many days:
Transportation (Mileage @ .56c per mile) Reimbursement: Bus 1.75 other .60c			\$
Parking (non-covered, long-term, or remote) Varies			\$
Meals \$36/day receipts required. No local meals (ie: Tyler, Kilgore, etc.) Student Meals: \$20/day. \$5/meal non overnight/overnight \$5 Breakfast, \$6 Lunch, \$9 Dinner/Non-Overnight/Receipts required.			\$
Lodging \$110.00 per person			\$
Registration (attach copy of registration form)			\$
Other (Specify)			\$
Total Travel (Budget or Act Acct#) Required:			\$
Estimated Total			\$
Person making request signature:		Date:	
Campus Principal Signature:		Date:	
<p>Please submit two (2) copies. One (1) copy will be returned to you to acknowledge approval for your request.</p> <p>Overnight Travel: Check in advance</p>			