PRIOR APPROVAL FORM

PR #_____ PO #_____

Print | Clear Form

For Conferences, Seminars, Workshops & Overnight Travel

Prior approval must be obtained for travel related to conferences, seminars, workshops, student athletics and activities, recruiting trip and out-of-district overnight meetings. Estimate all expenses related to the travel event and route to the appropriate personnel for approval. Print a copy for your records.

To claim reimbursement after the travel event has occurred, please complete the **Travel Claim Form.**

If a purchase order for any travel item is requested, attach necessary documentation to this form prior to routing for approval signatures.

Employee Name: _____ Conference: _____

Work Location: _____ Destination: _____

Registration Vendor: _____ Dates: _____

ESTIMATED TRAVEL EXPENSES:

METHOD OF PAYMENT (Check One):

					PO	Proc Card	Ck Request	Reimb
5749	Registration Fees			$	☐	☐	☐	☐
5849	Transportation (airfare, ferry, shuttle and/or parking fees)			$	☐	☐	☐	☐
5849	Car Rental			$	☐	☐	☐	☐
5849	Lodging			$	☐	☐	☐	☐
5848	Mileage	# Miles _____	x .655/ per mile	$ 0.00	Reimbursement Only			
5847	Per Diem *	# Days _____	x $76 / day	$ 0.00	Reimbursement Only			
	TOTAL ESTIMATED TRAVEL EXPENSES			$ 0.00				

*** For Prior Approval purposes, Per Diem Allowance (for meals & incidentals) is estimated at $76/day. Actual amount paid to employee will be calculated by the Accounting Department based on travel destination upon submission of the Travel Claim Form.**

Employee Signature Date

APPROVAL:

Supervisor Date

Principal/Program Dir Date

Budget Authority (if different from above) Date

Superintendent Date

Board Date

ASB Officer (for ASB travel only) Date

BUDGET CODE(S): **AMOUNT OR %:**

_____ _____

_____ _____

Route this form for Supervisor, Principal/Program Director, and Budget Authority approval for all travel.

***Superintendent approval is required** for in-state overnight travel involving students and ALL out-of-state/ international travel.

***Board approval is required** for out-of-state travel involving students and ALL international travel.

***ASB Officer approval is required** for travel paid out of ASB funds.

*For **Board Approval** this form needs to be delivered to the Superintendent office ready for Superintendent signature the Wednesday before the board meeting.