

REQUEST FOR OUT-OF-BUILDING TRAVEL (fill out before travel)

Name _____ Date _____
 Position _____
 School _____
 SS# _____
 Activity _____
 Location _____
 Dates _____
 # of Days Missed _____

Full Day
 Half Day

Reason _____

Instructional
 Professional Development
 School Business

Athletics
 Professional Development
 Competition

Substitute Needed Yes _____ No _____

am _____ pm _____ both _____

Sub Paid for by _____

Estimated Expenses

None Required _____

OR

Accounting Code:

Or other source _____

Registration	\$ _____
Meals	\$ _____
Transportation	\$ _____
Housing	\$ _____
Misc. Expenses	\$ _____
Total	\$ _____

Disapproved by _____

Or

APPROVAL SIGNATURES DATE

Budget Supervisor		
Principal		
Asst. Supt.		
Supt.		

District Guidelines

Lodging

When attending an approved conference, and with approval from the budget supervisor in advance, the conference hotel room rate can be used as a maximum. If there are several hotel options the mid-priced range should be used. Receipts are required, including when hotels are direct billed so that the bills may be paid.

Meals

Breakfast	\$ 7.00
Lunch	\$ 8.00
Dinner	\$15.00
	\$30.00

Meals are reimbursed at the per meal rate based on the number of actual travel meals. Receipts are not required. (Alcohol may not be included in reimbursable expenditures.)

Mileage

\$.42 per mile

Supervisors may approve less than these maximums

Reimbursement Form (Actual Expenses - After Trip)

	Direct Billed	Reimbursement Requested
Registration	\$ _____	\$ _____
Meals	\$ _____	\$ _____
Transportation	\$ _____	\$ _____
Housing	\$ _____	\$ _____
Misc. Expenses	\$ _____	\$ _____
Total	\$ _____	\$ _____

Balance due to traveler \$ _____

Traveler _____

Budget Supervisor _____

Asst. Supt. _____

Supt. _____