

- ___ Original
- ___ School's Copy
- ___ Accounts Payable Copy
- ___ Credit Card Copy

CHENEY SCHOOL DISTRICT
 12414 S. Andrus Rd.
 Cheney, Washington 99004

TRAVEL AND REGISTRATION REQUEST

This form should be completed for **any** meetings outside of District.

Directions: Obtain budget program approval signature; then submit this form (all copies) to the Business Office. Copies will be dispensed with action indicated.

Name _____ Date of Request _____

Position _____ School _____

Name of Conference/Workshop/Meeting _____

City/Site _____ Date/s _____

Name of Budget Program through which Expenses will be paid _____

Estimated Expenses:

Mark the appropriate box.

Lodging \$ _____

Meals _____

Registration..... _____

Transportation (Airline Travel) _____

(Rental Car) _____

(District Vehicle) _____

(Personal Vehicle - Mileage Expense) _____

Substitute Costs _____

TOTAL \$ _____

Check this box if you want the Business Office to pay registration for you. (If so, completed registration form **must** be attached.)

Check here if you are paying registration yourself. (Use Form No. 503 for reimbursement.)

Substitute required?* Yes ___ No ___ If yes, how many days? _____ a.m./p.m.

Comments: _____ Date/s (be specific) _____

*If applicable, enter substitute request in AESOP.

 Program Budget Code # _____ Program Approval _____

Principal/Supervisor Signature _____ Date _____

 Approved By: _____ Date _____

(Signature - Superintendent or Designee)

(See complete instructions on reverse side of this form.)

TRAVEL AND REGISTRATION REQUEST INSTRUCTIONS

1. Attendance at any seminar or conference held outside of the District which necessitates registration fees, **ANY** substitute use or transportation, lodging, or meals expense requires the use of Form No. 501. Only athletic competitions do not require a Form No. 501.
2. Name of Budget Program through which expenses will be paid must be noted.
3. Estimate of all expenses must be provided.
4. Registration payment choice **MUST** be indicated by marking the appropriate box.
5. Complete substitute information.
6. Program Budget Code number must be entered.
7. The dollar amount estimated on Form No. 501 must be approved by the Principal or Supervisor before submitting to the Business Office.
8. Submit Form No. 501 to Business Office two weeks prior to either the 15th of the month or the end of the month, in order to process with normal accounts payable. If not received in time to process by the registration due date, submitter will need to pay for his/her registration and request reimbursement on a Form No. 503.
9. When a District credit card is obtained, a Form No. 755 (Revised 4/11) will be provided at that time. Credit card must be returned to the Business Office immediately following trip/conference. The Form No. 755 must be completed, with itemized charge receipts attached, and submitted to the Business Office within one week.
10. The District credit card must not be used for items other than transportation, lodging, and meals previously approved on the Form No. 501. Items such as seminar books, conference supplies, etc. should be paid for by employee and claimed on a Form No. 503, and are subject to supervisor approval.
11. All personal expenses, including telephone calls, movie rentals, alcohol, etc. must be paid by employee, so District credit card is not used for these items.
12. If for any reason employee does not attend the scheduled conference, notify the Business Office as soon as possible.
13. Form No. 501 is subject to final approval by the Superintendent or designee.