

Form 501 – Travel & Registration Request

You need to fill out a 501 if:

- A substitute will be needed
- A Registration fee will be paid (either through the business office or on a 503)
- A credit card will be used for travel (food and/or lodging)
- Mileage will be paid for out of district travel

If any of these above situations apply, you must fill out a 501 BEFORE travel occurs.

Only exception to the rule

- Mileage paid to attend a *free* workshop at ESD 101 when *no substitutes* are required.

Registration Rules

If registering for a conference/workshop/class

- Registration must be filled out and completed by employee attending workshop
- All travel arrangements must be handled by the employee
- If registration form is filled out on paper, not online, attach it to the completed 501 and it will be included with the payment for registration.
- If registration is completed online, print copy and attach to the completed 501
 - If online registration asks for a PO number, call CC at the business office for a manual PO number; do not submit through online Skyward PO Requisition system.
- If online registration is paid for by employee and submitted on a 503, print copy of registration and the confirmation page showing proof of payment. A 501 form is still required.
- If students will also be attending the workshop/competition, the student lodging expenses must be approved through the PO requisition process. Registration for both the teacher and students should be sent to Carie to pay. All other 501 rules still apply. The PO for student lodging will not be approved until a completed 501 is sent to Carie.