



**Employee Travel
Pre-Approval Request**

Out of State Travel
 In State Travel

Name and Purpose of Conference/Event: _____

Destination: _____ Estimated Travel Date(s): _____

Funding Source: _____ Total Estimated Cost of Travel*: \$ _____
(*include all travel-related expenses & Purchase Orders)

Employee Name: _____

Strategic Plan Imperative:

School/Department: _____

Future Ready Schools _____
Highly Engaged People and Culture _____
Optimal Operations and Resources _____

Supervisor Signature Date

- ✓ A request for authorization for out of state travel should be signed by your supervisor and submitted to Finance at BS-travel@kyrene.org ***no less than*** 45 days prior to travel.
- ✓ All out of state travel must be approved by the governing board.
- ✓ A Purchase Order must be in place for all estimated reimbursable expenses prior to travel, submitted under the traveler’s name as vendor.
- ✓ Reimbursement for lodging and meals may not exceed the amount set forth in the State of Arizona Travel Policy. The exception allows for the lowest listed room rate for the published conference hotels.
- ✓ This form must be attached to all travel-related purchase requisitions at time of submission.
- ✓ Additional information on travel and reimbursement requests may be viewed at www.kyrene.org/about-kyrene/departments/finance/travel

Please email the completed form to BS-travel@kyrene.org