

# Pre-Authorization Travel Request

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Request to attend the following meeting: \_\_\_\_\_

Location of Meeting: \_\_\_\_\_

Reason for meeting participation: \_\_\_\_\_

Meeting date(s): \_\_\_\_\_

## The following expenses will incur:

Cost of Registration Fee: \_\_\_\_\_

Lodging Expenses: \_\_\_\_\_

Dates lodging is being requested: \_\_\_\_\_

The following meals are not included in the registration fee or provided and I will be requesting reimbursement for the following meals:

**Breakfast:** \_\_\_\_\_ @ \$6.00 per meal max. = \_\_\_\_\_

(Leave before 5:31 a.m. – return after 7:59 a.m.)

**Lunch:** \_\_\_\_\_ @ \$14.00 per meal max. = \_\_\_\_\_

(Leave before 11:31 a.m. – return after 12:59 p.m.)

**Dinner:** \_\_\_\_\_ @ \$20.00 per meal max. = \_\_\_\_\_

(Leave before 5:31 p.m. – return after 7:59 p.m.)

## Administration vehicle/mileage approval:

(Administration may approve mileage to employee if school vehicles are not available)

Approval of district vehicle: YES NO

Approval for mileage reimbursement: YES NO

Travel to \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ miles @ .655 cents per mile = \$ \_\_\_\_\_

Other miscellaneous expenses: \_\_\_\_\_

**Upon return, fill out reimbursement request form and receipts for reimbursement must accompany request.**

Approved by Principal: YES NO

Approved by Supt: YES NO

Business Office Budget Code: \_\_\_\_\_