



Richmond Public Schools Department of Finance

Request for Permission to Attend Meeting

Name of Employee _____ Date _____

School or Department _____ Employee Number _____

Place of Meeting _____

Name of Association, Conference, etc. _____

Is this travel funded by a grant that is governed by State or Federal travel limits? Yes No

Dates of Meeting: From _____ Thru _____

Departure Date _____ Time _____ Return Date _____

Proposed means of travel: School Board Car \$ _____

*Attach proof of mileage (i.e. MapQuest) Personal Car \$ _____

*Attach proof of cost or price quote Train \$ _____

*Attach proof of cost or price quote Bus \$ _____

*Attach proof of cost or price quote Airplane \$ _____

Estimated Expense: Travel \$ 0.00

Government rate on hotel fees available? Yes No Lodging _____ days \$ _____

*Attach proof of cost or price quote for lodging

Deduct allowance for meals included in registration Meals _____ days \$ _____

\$50/day (\$10 breakfast, \$15 lunch, \$25 dinner)

*Attach copy of registration Registration Fee \$ _____

*Attach explanation and amounts Other Expense \$ _____

Total \$ 0.00

Purpose of Meeting

Empty box for Purpose of Meeting

I understand that I am responsible for repaying all costs not recoverable by the school division if I cancel or do not attend this conference, unless the decision to not attend was made and provided to AP by an approving authority. I understand and agree that my pay will be docked, as follows, if the gross amount is: less than \$500-full amount will be deducted from one pay; \$500 -\$2000-four equal and consecutive deductions; greater than \$2000 arrangements will be made but not less than \$500 per pay.

Employee Signature _____

APPROVED _____ Date _____

Funding Source/ Location Budget Holder (Principal, Director, Manager, etc.)

Funding Source – Account Code:

APPROVED _____ Date _____

Cabinet Approval

Reimbursable Expense \$ _____

Advance payment request must be submitted to Finance on a Departmental Invoice with approved Permission to Attend form and appropriate supporting documentation attached. The Departmental Invoice must be submitted to Finance fifteen (15) business days

*Requires receipt(s) with the Permission to Attend and also attached to Request for Reimbursement of out of Town Expenses form at settlement no later than five (5) days after return from trip.