

**CREA TRAVEL REQUEST FORM**

**TO: CREA TRAVEL, APPROVAL AUTHORITY**

**NAME** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SCHOOL** \_\_\_\_\_ **SCHOOL E-MAIL** \_\_\_\_\_

**REQUEST FOR CONFERENCE ATTENDANCE FROM THE BOARD OF EDUCATION AND FINANCIAL STIPEND FROM DISTRICT/CREA TRAVEL FUNDS:**

1. Title of Conference \_\_\_\_\_
2. Location \_\_\_\_\_ Dates \_\_\_\_\_  
From \_\_\_\_\_ To \_\_\_\_\_
3. Total conference days \_\_\_\_\_ Total school days \_\_\_\_\_ Total substitute days needed \_\_\_\_\_
4. Purpose of conference: \_\_\_\_\_

**FUNDS ARE REQUESTED FOR THE FOLLOWING PURPOSES:**

1. Air Travel from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_
  2. Car Travel from \_\_\_\_\_ to \_\_\_\_\_ \$ \_\_\_\_\_  
Total mileage \_\_\_\_\_ at .40 cents per mile \_\_\_\_\_
  3. Number of days \_\_\_\_\_ at \$83 per day for room \_\_\_\_\_  
Number of days \_\_\_\_\_ at \$46 per day for other expenses \_\_\_\_\_
  4. Registration Fee (amount of member registration only) \_\_\_\_\_
- TOTAL ESTIMATED COST \$** \_\_\_\_\_

-----  
Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Principal's Approval Signature \_\_\_\_\_ Date \_\_\_\_\_

-----  
Forward a copy for CREA approval to: CREA Travel Approval Authority  
(Must be received by the first Tuesday of the month prior to leave)

Approval of CREA for \$400: \_\_\_\_\_ Date \_\_\_\_\_

-----  
CREA forward a copy to: Amy Bonner, Director of Human Resources, Administrative Office  
(Must be received by the 1<sup>st</sup> Tuesday of the month prior to leave.)

Approval for Board Agenda and \$400: \_\_\_\_\_ Date \_\_\_\_\_

Copy for: Personnel File, CREA, Bookkeeping, and Employee