

CALCASIEU PARISH SCHOOL BOARD
Federal Programs
Travel Advance Request

Approved AESOP or Out-Of-Parish/State Travel Request **must** be attached.
 Out of State Travel must have Superintendent's signature

Advances **must** be reported on the "Employee Expense & Travel Expense Voucher" in the appropriate space. Advances **must** be submitted 30 day prior to departure. Travel advances are issued only when estimated costs exceed \$200 for principals and \$150 for all other employees of the school.

Teacher's name: _____ Date: _____

Address: _____

School/Dept.: _____ Approved Request# _____

Destination: _____

Date(s) of travel: _____
 (Including travel time)

Lodging (Number of Nights) _____ \$ _____
 (Must attach a copy of conference *hotel room rates* and
 copy of *hotel reservations*)

Airfare: _____ \$ _____
 (Must attach airfare receipt)

Total Estimated Costs \$ _____

 Teacher Signature

 Date

By signing I am aware that upon completion of the travel I will turn in the "Employee and Expense Voucher" within 2 weeks with all completed forms. In the event I am unable to attend the trip for any reason, then I will immediately send a check to Federal Programs to reimburse them for any advances received and/or any registration paid on my behalf.