

Travel Pre- Approval Request Form

Employee Information	Conference Information
Employee Name:	Conference Title:
Employee Address:	Conference Location:
School/Location:	Conference Dates:
Funding Source:	Conference Registration Cost:
Purpose of Travel:	

Expenditure Description (include registration and lodging fees, meal costs, etc.)	Estimated Cost
Total Estimated Expense Amount	

This form must be submitted 30 days prior to travel for pre-approval. Travel without pre-approval will not be eligible for reimbursement. Along with this form, please submit the following: a copy of the conference overview which includes the dates of the conference and registration fees and a copy of the conference agenda which includes meals provided, estimated mileage, and hotel reservation fees. Within 7 days of the conclusion of the conference, please submit your travel reimbursement request along with detailed receipts of all travel expenses. Please note that restaurant receipts must include food items purchased. Hotel receipts should indicate a zero balance. All receipts must be signed by employee before submission.

Employee Signature

Date

Supervisor Signature

Date

Director of Schools Signature

Date