☐ Out of State Travel
☐ In State Travel

KyreneSchoolDistrict

Student Travel
Pre-Approval Request

Name and Purpose of Conference/Event: _____

_____

Destination: _____ Estimated Travel Date(s):_____

Total Number of Staff Attending: _____Total Number of Students Attending: _____

Fund Code: _____**Total** Estimated Cost of Travel: $_____*

*(*include **all travel-related expenses** & Purchase Orders)*

Employee Name: _____School/Department:_____

_____ _____
Supervisor Signature Date

Strategic Plan Imperative:
Future Ready Schools ___
Highly Engaged People and Culture___
Optimal Operations and Resources ___

- ✓ A request for authorization for out of state travel should be signed by your supervisor and submitted to Finance at BS-travel@kyrene.org ***no less than*** 45 days prior to travel.
- ✓ All out of state travel must be approved by the governing board.
- ✓ A Purchase Order must be in place for all estimated reimbursable expenses prior to travel, submitted under the traveler's name as vendor.
- ✓ Reimbursement for lodging and meals may not exceed the amount set forth in the State of Arizona Travel Policy. The exception allows for the lowest listed room rate for the published conference hotels.
- ✓ This form must be attached to all travel-related purchase requisitions at time of submission.
- ✓ Additional information on travel and reimbursement requests may be viewed at http://www.kyrene.org/Page/28778.

Please email the completed form to BS-travel@kyrene.org