



Newark Unified School District

Travel and Conference Requisition Form

The purpose of the Travel and Conference Requisition form is for district employees to outline the purpose, outcomes and anticipated costs of business travel in connection with their work responsibilities of the district. Business travel is defined as authorized attendance at conferences, meetings and seminars or authorized travel for any other purpose in connection with official district responsibilities. Business travel includes day trips and trips requiring one or more overnight stays. Travel and Conference Requisitions shall be submitted at least two weeks in advance of the date of travel and conference.

EMPLOYEE INFORMATION

Employee Name: _____ Position: _____
Work Location: _____ Is a Substitute Required? Yes No

BUSINESS TRAVEL INFORMATION

Travel Dates: _____ to _____ Destination: _____
Purpose of Travel: Meeting Conference Seminar Other: _____
Method of Travel: Personal Vehicle District Vehicle Airplane Other: _____
Description of Business: _____
Expected Outcomes: _____

BUSINESS TRAVEL COST ESTIMATE

Please provide an estimate of all costs associated with the planned business travel. For guidance regarding allowable expenditures and limits refer to Board Policy and Administrative Regulation 3350 Travel Expenses.

1) Registration _____ = _____
2) Transportation Personal Vehicle _____ miles x _____ per mile = _____
Other _____ = _____
3) Meals Breakfast _____ meals x _____ per meal = _____
Lunch _____ meals x _____ per meal = _____
Dinner _____ meals x _____ per meal = _____
4) Lodging Nights _____ nights x _____ per night = _____
5) Other Expenses (Itemize) Other _____ = _____
Other _____ = _____
Total Estimated Business Travel Costs = _____

BUSINESS TRAVEL CERTIFICATIONS, AUTHORIZATIONS AND ACCOUNTING

I hereby request authorization for business travel to conduct business on behalf of the district.

Employee: _____ Date: _____

For Program Director Use Only: I hereby certify that the business travel requested will be used for activities described in the site plan _____ component as listed on page(s) _____

Account Code: _____

Supervisor: _____ Approved Disapproved Date: _____

Chief Business Official: _____ Approved Disapproved Date: _____