

PRIOR APPROVAL FORM

PR # _____ PO # _____

Print

Clear Form

For Conferences, Seminars, Workshops & Overnight Travel

Prior approval must be obtained for travel related to conferences, seminars, workshops, student athletics and activities, recruiting trip and out-of-district overnight meetings. Estimate all expenses related to the travel event and route to the appropriate personnel for approval. Print a copy for your records.

To claim reimbursement after the travel event has occurred, please complete the **Travel Claim Form**.

If a purchase order for any travel item is requested, attach necessary documentation to this form prior to routing for approval signatures.

Employee Name: _____ Conference: _____

Work Location: _____ Destination: _____

Registration Vendor: _____ Dates: _____

ESTIMATED TRAVEL EXPENSES:

5749	Registration Fees		\$	_____
5849	Transportation (airfare, ferry, shuttle and/or parking fees)		\$	_____
5849	Car Rental		\$	_____
5849	Lodging		\$	_____
5848	Mileage	# Miles _____ x .725/ per mile	\$	0.00
5847	Per Diem *	# Days _____ x \$81/ day	\$	0.00
TOTAL ESTIMATED TRAVEL EXPENSES			\$	<u>0.00</u>

METHOD OF PAYMENT (Check One):

PO Proc Card Ck Request Reimb

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Reimbursement Only

Reimbursement Only

* For Prior Approval purposes, Per Diem Allowance (for meals & incidentals) is estimated at \$81/day. Actual amount paid to employee will be calculated by the Accounting Department based on travel destination upon submission of the Travel Claim Form.

Employee Signature _____ Date _____

APPROVAL:

Supervisor _____ Date _____

Principal/Program Dir _____ Date _____

Budget Authority (if different from above) _____ Date _____

Superintendent _____ Date _____

Board _____ Date _____

ASB Officer (for ASB travel only) _____ Date _____

BUDGET CODE(S):

AMOUNT OR %:

Route this form for Supervisor, Principal/Program Director, and Budget Authority approval for all travel.

***Superintendent approval is required** for in-state overnight travel involving students and ALL out-of-state/international travel.

***Board approval is required** for out-of-state travel involving students and ALL international travel.

***ASB Officer approval is required** for travel paid out of ASB funds.

***For Board Approval** this form needs to be delivered to the Superintendent office ready for Superintendent signature the Wednesday before the board meeting.