



OLD ADOBE UNION SCHOOL DISTRICT  
CONFERENCE / MEETING / WORKSHOP  
POST TRIP PAYMENT REQUEST

PLEASE PRINT

Request Date: \_\_\_\_\_

PO NUMBER: \_\_\_\_\_

Name: \_\_\_\_\_

School / Department: \_\_\_\_\_

Conference / Meeting / Workshop Name: \_\_\_\_\_

Date(s): \_\_\_\_\_ Location: \_\_\_\_\_

Conference / Meeting / Workshop Account Code: \_\_\_\_\_

Payment Method for Registration, Lodging, Transportation:

☐ Purchase Order    ☐ District Credit Card    ☐ Employee Credit Card    ☐ District Check

(All prepaids must be approved by the CBO. Employees will be held liable for all prepaids, if employee does not attend prepaid event).

Transportation: Please attach google maps milage printout to support milage.

Actual Amount

☐ Auto: Total miles \_\_\_\_\_ @ \$ 0. \_\_\_\_\_ Per Mile    ☐ Airplane    ☐ Train    ☐ Rental

|                                                |              | SUN. | MON. | TUES. | WED. | THURS. | FRI. | SAT. | Actual Amount |
|------------------------------------------------|--------------|------|------|-------|------|--------|------|------|---------------|
| Description                                    | Dates        |      |      |       |      |        |      |      |               |
| (LIST<br>ACTUAL<br>COST TO<br>PROPERLY<br>PAY) | Breakfast    |      |      |       |      |        |      |      |               |
|                                                | Lunch        |      |      |       |      |        |      |      |               |
|                                                | Dinner       |      |      |       |      |        |      |      |               |
|                                                | Lodging      |      |      |       |      |        |      |      |               |
|                                                | Registration |      |      |       |      |        |      |      |               |
|                                                | Parking      |      |      |       |      |        |      |      |               |
|                                                | Tolls        |      |      |       |      |        |      |      |               |
|                                                | other        |      |      |       |      |        |      |      |               |
|                                                | other        |      |      |       |      |        |      |      |               |
|                                                | other        |      |      |       |      |        |      |      |               |
|                                                | other        |      |      |       |      |        |      |      |               |
| TOTAL \$                                       |              |      |      |       |      |        |      |      |               |

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Admin / Supervisor Signature