Are you requesting a Cash Advance: YES ☐ NO ☐

*If yes, please turn in the planning log and the back up documentation at least 6-8 weeks in advance. By Selecting NO this will be entered as a Travel Reimbursement.

SWEETWATER UNION HIGH SCHOOL DISTRICT

PLANNING LOG

PO#_____

EMPLOYEE NAME: _____ **SITE:** _____ **Vendor #:**_____

Last Name, First Name

Important: Must provide back-up documentation for ALL expenses entered (except for food) * Conferences totaling $3,000 require board approval

***** Any additional costs incurred after planning log approval will not be reimbursed.**

Conference Name: _____ **Location:** _____

Budget: _____ City State

Conference Dates: _____

Departure Time: _____ **AM/PM (Circle One)** **Return Time:** _____ **AM/PM (Circle One)**

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
Fill in Dates of Conf.--->									PO/RQ # If registration was paid separately: ▼
REGISTRATION									
HOTEL*									
FOOD									
Breakfast	$ 15.00								
Lunch	$ 20.00								
Dinner	$ 36.00								
Incidentals	$ 5.00								
TOTAL FOOD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSPORTATION									
Air (Minus early bird check-in / Xtra luggage)									
Shuttle, Taxi, etc.									
Train									
Auto 0 miles x	0.76								
Parking (Airport/ Hotel/Conf. location)									
Car Rental									
TOTAL TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								Total Estimated Costs	$ 0.00

** Hotel costs should include all additional fees including but not limited to taxes, resort fees, and other local charges.*

Daily meal allowance is allowable according to the following time guidelines (for out of San Diego County):

Entering travel status by departing:	**Coming off travel status by returning:**
1. 8am or before for breakfast	1. After 10am for breakfast
2. Before 2pm for lunch	2. After 2pm for lunch
3. Before 6pm for dinner	3. After 6pm for dinner

Note: Submit this log with signed Leave of Absence, back-up documentation for every amount, etc.
Send to the Assistant Superintendent's office. Once approved, the documents will be sent to the site.
Indicate on requisiton information regarding hotel sharing (list employees), carpooling, and other pertinant information.

Rev: 1/2026 Mileage Changed from 2025

_____
Employee's Signature (I will process the expense log envelope within 30 days of the event)

_____
Approved by Principal/Director

_____
Additional Director Signature (i.e. CCR/VAPA/State & Federal)

_____
Approved by Assistant Superintendent

Reviewed By: Travel@sweetwaterschools.org _____