

Prior Approval for Travel/Expenses Cabarrus County Schools

Beginning August 1, 2001, all travel and related expenses for conferences and/or staff development (in-person or virtual) must receive prior approval. Expenses will not be prepaid or reimbursed without this approval.

Form must be typed and submitted at least one week in advance.

Type of Travel/Expense (Select all that apply):

Out-of-County Out-of-State Overnight Athletic Event School Related Department Related

Employee Submitting Request: _____

Department/School Name: _____ **Position:** _____

Date Request Submitted: _____ **Date(s) of Travel:** _____ - _____

Name of Meeting/Activity: _____ **Substitute Needed:** Yes No **# of Days** _____

Location of Event (City and State): _____ **Virtual** **In-Person**

Justification for Attendance/Notes: _____

	Meal Per Diem Rate	
	In - State	Out-of-State
B	8.60	8.60
L	11.30	11.30
D	19.50	22.20
\$	39.40	\$ 42.10

Estimated Expenses for Out-of-County Travel and Reimbursement
(10% allowance does not apply)

Estimated Expenses	Reimbursement Amount	Pre-Paid Amount
Estimated Registration Fee		
Estimated Cost of Airfare		
Estimated Mileage Expenses (.655 per mile)		
Estimated Automobile Expenses (Uber, Taxi, etc.)		
Estimated Cost of Meals		
Estimated Cost of Hotel/Motel		
Estimated Cost of Parking		
Other (itemized additional estimated expenses in this space):		
Total Estimated Expenses		

It is the employee's responsibility to provide verification of attendance of training seminars to their Principal/Supervisor. Failure to attend will result in full reimbursement by the employee to Cabarrus County Schools for expenses paid. Reimbursement Amounts are amounts that will be reimbursed back to the employee once the travel is completed & all supporting documentation has been submitted. Pre-Paid Amounts are amounts that are not reimbursed to the employee, rather paid by the district before the travel takes place. This often times includes but is not limited to registration fees, airfare, and hotels.

Funding Source - Sub Code

Funding Source - Budget Code

Approved Denied

Approved Denied

Employee Signature Date

Supervisor Signature Date

Cabinet Member Signature Date
Required for Overnight or Out-of-State Travel

Superintendent Signature Date
Required for Out-of-State Travel

Please attach this approved form to the Request for Travel Reimbursement form currently used.