



REQUEST FOR TRAVEL APPROVAL

Section I – General Information

Employee's Name _____

Date of Proposed Absence(s) From _____

To _____

Place of Meeting or Conference _____

Purpose of Trip _____

I will submit a travel expense form for reimbursement: Yes _____ (Complete Section II)

No _____ (Section II not required, skip to Section III)

Section II - Estimated Expenses to be incurred

I anticipate the following expenditures if approved for travel:

- | | |
|---|----------|
| 1. Air (Contact Keshia Sanders for Flight Arrangements) | \$ _____ |
| 2. Transportation (____miles @ .67 cents per mile) | \$ _____ |
| 3. Meals for overnight travel only (____ Day(s) @ \$ ____/Day) | \$ _____ |
| 4. Lodging (____ Day(s) @ \$ ____/Day) (Attach Hotel Receipt) | \$ _____ |
| 5. Conference Registration (Attach Registration Documentation) | \$ _____ |
| 6. Other Expenses _____ | \$ _____ |

Total Estimated Expenses \$ _____

Section III – Approvals

Employee's Signature

Approved by Principal/Director Signature

Approved by Superintendent

Date

NOTE: If you are expecting reimbursement for travel, this form must be returned with your travel expense reimbursement form. Requests for reimbursements must be signed and returned within one week of return date of travel.