

CONFERENCE/TRAVEL REQUEST FORM

Submit your request in a timely manner to meet the registration deadline!

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NAME

DATE

AGENCY SPONSORING THE CONFERENCE _____

(attach registration form)

DATE(S) OF CONFERENCE _____ LOCATION _____

PURPOSE OF CONFERENCE _____

I WILL NEED LODGING RESERVATIONS YES NO

ARRIVAL DATE:	HOTEL REQUESTED (if any):
DEPARTURE DATE:	

Please list the anticipated costs:	Budget Code(s):
a. registration \$	
b. lodging \$	
c. meals \$	
Meal expenses are reimbursed for overnight trips for the amount spent, but not to exceed the limit approved by the School Board (currently \$26 per day)	
d. transportation: <input type="checkbox"/> I will be applying for a school vehicle <input type="checkbox"/> I will be requesting authorization to take my own vehicle *	
*Mileage reimbursement is at the rate approved by the School Board (\$0.52/mile) to and from the conference site only. This expense is only reimbursable if a transportation request was filed, but a school vehicle was not available on the date(s) requested.	
e. other \$	Supervisor's Signature

Please review the following carefully:

In the event that you decide to cancel any conference reservations for which you have already been registered, **the District will bill you, the individual**, for any cancellation fees charged to us by the conference agency. This will include any fees charged by the hotel in association with the cancellation of room reservations. Please take care in planning your travel!



I have read and do agree to the terms and conditions regarding staff travel.

SignatureDate