



## 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 ( <b>Contact Keshia Sanders for Flight Arrangements</b> )        | \$ _____ |
| 2. Transportation (____miles @ .655 cents per mile)                     | \$ _____ |
| 3. Meals for <b>overnight travel only</b> (____ Day(s) @ \$ ____/Day)   | \$ _____ |
| 4. Lodging (____ Day(s) @ \$ ____/Day) ( <b>Attach Hotel Receipt</b> )  | \$ _____ |
| 5. Conference Registration ( <b>Attach Registration Documentation</b> ) | \$ _____ |
| 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.**