

(Use for travel outside ESU boundaries. Administrator will return approved requests to employee. Travel arrangements go through travel coordinator who will give original back to employee. Take printed Travel Expense Records and Receipts envelope to record expenses and hold receipts. Upon return from approved trip, employee must complete the plan for IMPACT at the bottom of this form. COPY the form and give copy to DIRECTOR. Ensure all receipts are signed and are in the envelope. Attach envelope to signed and completed travel form. SUBMIT ALL TO BUSINESS MANAGER as soon as return from trip. A reimbursement check will be issued if out-of-pocket expenses are listed.)

EDUCATIONAL SERVICE UNIT NO. 13 PROFESSIONAL TRAVEL REQUEST & IMPACT

Name(s): _____

Department: Adm Alt Ed Early Childhood Media Migrant Psych SOAR Special Services Tech

Date	EVENT/ACTIVITY as it should appear on calendar and professional records	Location City, State	Training Contact Hours	Purpose						
				Admin/Leader	Assessment/Data	Curriculum	Environment, Climate, Safety,	Instruction	School Improvement	Student Event, Parent Invlmt, Community
	Travel Time									

Motel room(s) needed for _____ #nights on these dates _____

Motel Location or name _____

(Special instructions or locations, please detail on back and communicate with travel coordinator.)

Transportation: ESU Vehicle Personal Vehicle Commercial Travel Other: _____

ESTIMATED EXPENSES: Bill expenses to _____ project/department.

Registration	Transportation	Lodging	Meals	Other	TOTAL
\$ _____	\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Relationship to ESU/department goal(s): _____

Employee Signature _____ Date _____

PERMISSION TO TRAVEL: (required for trips beyond service unit boundary)

Director Signature : _____ Date _____

Administrator Signature: _____ Date _____

IMPACT: Continue on back if more space is needed.

WHAT learned: information, skills	HOW USED: action to be taken or product developed	WHO: Share with this audience



DETAILED INSTRUCTIONS FOR SPECIAL TRAVEL ARRANGEMENTS:

If travel is complicated with shared lodging or needing to stay at a specific hotel, please be sure to describe exactly what is needed so that travel coordinator can understand and make your arrangements.

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IMPACT *continued*

WHAT learned: information, skills	HOW USED: action to be taken or product developed	WHO: Share with this audience