

EDUCATIONAL SERVICE UNIT #13

TRAVEL REQUEST

INSTRUCTIONS:

- Fill out Travel Request form and have the Department Director sign.
- Give signed form to Executive Assistant who will return a copy to attendee after Administrator signs. (Please submit the request at least one (1) month prior to travel. Board approval is needed for attendance at educational workshops, conferences, training programs, official functions, hearings and meetings.)
- Use travel envelope to collect and store all related expenditure receipts. After the trip, attach envelope to the signed and completed travel form, and give the travel documents to the Business Office.
- A reimbursement check will be issued if approved out-of-pocket expenses are listed.

Name(s): _____
of attendees _____

Department:

- Admin
 Alt Ed
 Psych & Behavioral Health
 Early Childhood
 Head Start
 Title I, Part C
 Prof. Learning
 Special Services
 Tech

<u>DATE</u> <i>of travel and event</i>	<u>EVENT/ACTIVITY</u> <i>as it should appear on calendar and professional records</i>	<u>LOCATION</u> <i>City, State</i>	<u>Training Contact Hours</u>	<u>Purpose</u>						
				Admin /Leader	Assessment /Data	Curriculum	Environment, Climate, Safety,	Instruction	School Improvement	Student Event, Parent Involvement

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

Motel Location or name _____

Transportation: ESU Vehicle Personal Vehicle Commercial Travel Other: _____

ESTIMATED EXPENSES: Bill expenses to _____ project/department.

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

Employee Signature _____	Date _____
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PERMISSION TO TRAVEL:

Director Signature: _____ Date _____

Administrator Signature: _____ Date _____