

SUGAR-SALEM SCHOOL DISTRICT No. 322

FINANCIAL MANAGEMENT POLICY #7430

(To use District, State, or Federal Funds)

FORM 2: TRAVEL REQUEST FORM FOR PROFESSIONAL DEVELOPMENT

FINANCIAL MANAGEMENT

7430 F2



General:

Name of employee(s):	
School:	
Leave Date:	Returning Date:
Destination:	
Conference/name of PD activity:	
Time of departure from district:	Time of return to district:

Activity description:

How does this planned activity relate to your present instructional assignment?

How will students of Sugar-Salem directly benefit from this professional leave?

Approval Signatures:

Building principal: (only need immediate administrator)	
Transportation Supervisor: --indicates district owned vehicle is available	
Superintendent's signature:	
Funding Approval Signature --Federal Programs Director, etc. <i>If funding different from building/department level</i>	

Registration—attach registration form if available:

Name of Organization:	
Billing Address:	
City/State/Zip	
Phone:	
Cost:	# of individuals _____ @ \$ _____ = _____
District PO #:	
Funding Source:	{signature on front for approval}

Hotel Arrangements:

Hotel Name:	Confirmation #:
Address:	Telephone:
# Nights Staying:	Cost per night:
# of Rooms:	School/District PO #
Funding Source:	{signature on front for approval}

Meal Per Diem (see district policy #7430) *Do not request for meals covered during workshop/conference or by the hotel for continental breakfast services.*

Rate:	Day Rate:	Breakfast:	Lunch:	Dinner:
<i>Local/Regional:</i>	# @\$55/day	# @\$13/meal	# @\$17/meal	# @\$25/meal
<i>Outside of Region:</i>	# @\$60/day	# @\$13/meal	# @\$17/meal	# @\$30/meal
District PO#				
Funding Source:	{signature on front for approval}			

Transportation:

Driving: _____ District car/vehicle _____ Own vehicle	A personal car should only be used if a district car is unavailable. In the case of using a district car the employee may check out a district credit card to pay for fuel. <u>Mileage will be paid at a reasonable mileage to and from the destination including a reasonable number of miles at the conference. A Google Maps driving directions from the school to hotel/conference needs to be included. (District rate is .655/mile)</u>
Last 4 digits of district gas card:	
Car Rental: Flight Information & Cost:	
School District PO #:	
Funding Source:	{signature on front for approval}

Once activity is approved and all travel arrangements have been made, see that each person approving this activity has a copy of the finalized sheet.