

TRAVEL REQUEST

NAME(S): \_\_\_\_\_  
(Attach Students Names If Applicable)

PURPOSE OF TRAVEL: (Attach Agenda Showing Time And Place Of Meeting):  
\_\_\_\_\_

DATES OF MEETING: From \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year To \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year Departure Time: \_\_\_\_\_

DATES OF TRAVEL: From \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year To \_\_\_\_\_ month \_\_\_\_\_ day \_\_\_\_\_ year Return Time: \_\_\_\_\_

From \_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_ To \_\_\_\_\_

AIRFARE: \_\_\_\_\_ /ea X \$ \_\_\_\_\_ = \_\_\_\_\_  
Arrangements Made With (Name Of) Airline or Travel Agency

Check here if you are using a Bulk Ticket: \_\_\_\_\_ (No P.O. will be issued then)

REGISTRATION: \$ \_\_\_\_\_ Payable to: \_\_\_\_\_ Attach Form

HOTEL NAME: \_\_\_\_\_ May P.O. be used? \_\_\_\_\_ Phone # \_\_\_\_\_

\_\_\_\_\_ X \$ \_\_\_\_\_ /night = \$ \_\_\_\_\_ Reservations made with \_\_\_\_\_ (person) Res # \_\_\_\_\_  
(Include tax in price.)

RENTAL CAR: \_\_\_\_\_ May P.O. be used? \_\_\_\_\_ Phone # \_\_\_\_\_  
(Needs prior approval)

\_\_\_\_\_ X \$ \_\_\_\_\_ /night = \$ \_\_\_\_\_ Reservations made with \_\_\_\_\_ (person) Res # \_\_\_\_\_  
(Include tax in price.)

SUPERVISOR must initial here for car rental approval: \_\_\_\_\_

PER DIEM: \_\_\_\_\_ Student(s) X \_\_\_\_\_ days @ \$21 per day = \$ \_\_\_\_\_  
\_\_\_\_\_ Adult(s) X \_\_\_\_\_ days @ \$45 per day = \$ \_\_\_\_\_

CHECK HERE IF you are going to pick up per diem check at the Business Office: \_\_\_\_\_ Otherwise your per diem check will be sent to the school via interoffice mail. Checks are available for pick up after 4 p.m. on Wednesday. In order to be included in the Wednesday check run this form will need to be in to Accounts Payable no later than 1 p.m. on Monday.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Budgeted Account Code \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_ Date \_\_\_\_\_