

**Travel Request Form**

Name Jim Palm ☐ Board Member ☐ Employee ☐ Other, as specified \_\_\_\_\_  
School/Work Site \_\_\_\_\_ School \_\_\_\_\_ Conference/Workshop X Superintendent KLA  
Meeting \_\_\_\_\_  
Date(s) 9/19//13 Departure Time \_\_\_\_\_ 8:00 am Return Time 6:00 pm \_\_\_\_\_  
Rationale for Attendance: \_\_\_\_\_ State Training for Superintendents  
Report \_\_\_\_\_

Expenses paid by: ☐ Individual ☒ Board ☐ Special Education ☐ KEA ☐ Co-Op  
☐ School Council ☐ Other, as specified \_\_\_\_\_

Substitute Needed? ☒ No ☐ Yes Number of Days \_\_\_\_\_

Registration Reimbursement Requested ☒ No ☐ Yes Amount: \_\_\_\_\_

Estimated Mileage Total Miles: 165 Total Cost \$ \$72.60  
Mileage will be reimbursed at the rate approved by the Board.

Lodging Reimbursement Requested ☒ No Yes  
Amount per night \_\_\_\_\_ ☐ Regular Rate ☐ Business Rate ☒ Conference Rate

The District will not reimburse for lodging expenses for guests/traveling companions.

Meals Reimbursement Requested: ☒ No ☐ Yes Total Daily Meal Expense Limit \$ \_\_\_\_\_  
Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

Receipts required for all expenditures.

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

8-6-13  
Date

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised: 7/11/13

**Travel Request Form**

Name Jim Palm ☐ Board Member ☐ Employee ☐ Other, as specified Supt.  
School/Work Site School Conference/Workshop Superintendent Summit  
Date(s) 9/5/13 Departure Time 8:00 am Return Time 6:00 pm  
Rationale for Attendance: State Training for Superintendents Report

Expenses paid by: ☐ Individual ☒ Board ☐ Special Education ☐ KEA ☐ Co-Op  
☐ School Council ☐ Other, as specified \_\_\_\_\_

Substitute Needed? ☒ No ☐ Yes Number of Days \_\_\_\_\_

Registration Reimbursement Requested ☒ No ☐ Yes Amount: \_\_\_\_\_

Estimated Mileage Total Miles: 167 Total Cost \$ 73.48  
Mileage will be reimbursed at the rate approved by the Board.

Lodging Reimbursement Requested ☐ No ☒ Yes

Amount per night \$130 ☐ Regular Rate ☐ Business Rate  
☒ Conference Rate

The District will not reimburse for lodging expenses for guests/traveling companions.

Meals Reimbursement Requested: ☒ No ☐ Yes Total Daily Meal Expense Limit \$ \_\_\_\_\_

Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

Receipts required for all expenditures.

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

  
\_\_\_\_\_  
Signature of Applicant

8/8/13  
\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Superintendent/Designee

\_\_\_\_\_  
Date

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised: 7/11/13

**Travel Request Form**

Name Jim Palm ☐ Board Member ☐ Employee ☐ Other, as specified Supt.  
School/Work Site School Conference/Workshop LEAD Work shop  
Date(s) 8/23/13 Departure Time 8:00 am Return Time 6:00 pm  
Rationale for Attendance: Update training for LEAD  
Report \_\_\_\_\_

Expenses paid by: ☐ Individual ☒ Board ☐ Special Education ☐ KEA ☐ Co-Op  
☐ School Council ☐ Other, as specified \_\_\_\_\_

Substitute Needed? ☒ No ☐ Yes Number of Days \_\_\_\_\_

Registration Reimbursement Requested ☒ No ☐ Yes Amount: \_\_\_\_\_

Estimated Mileage Total Miles: 167 Total Cost \$ 73.48  
Mileage will be reimbursed at the rate approved by the Board.

Lodging Reimbursement Requested ☒ No ☐ Yes

Amount per night \_\_\_\_\_ ☐ Regular Rate ☐ Business Rate ☐ Conference Rate

**The District will not reimburse for lodging expenses for guests/traveling companions.**

Meals Reimbursement Requested: ☒ No ☐ Yes Total Daily Meal Expense Limit \$ \_\_\_\_\_

Meal limits do not include gratuities. The District will not reimburse employees for gratuities exceeding 15% of the meal charge.

**Receipts required for all expenditures.**

After Conference/Workshop, turn in expenses for Registration, Lodging, Meals, and other related charges on a Standard Invoice and attach receipts, as appropriate.

  
\_\_\_\_\_  
*Signature of Applicant*

8/8/13  
\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Signature of Superintendent/Designee*

\_\_\_\_\_  
*Date*

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised: 7/11/13