

Travel Request Form

Name Eddie Franke ☐ Board Member ☒ Employee ☐
 Other, as specified _____

School/Work Site Southgate Conference/Workshop _____ DPP Conference _____

Date(s) Sept. 14-16 Departure Time 8:00 a.m. Return Time 3:00 p.m.

Rationale for Attendance: New DPP Training and updates related to DPP role

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: \$20.00

Estimated Mileage Total Miles: 495 Total Cost \$ 205.00
 Mileage will be reimbursed at the rate approved by the Board.

Lodging Reimbursement Requested ☐ No ☐ Yes

Amount per night N/A ☐ 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.

Eddie Franke 9-08-16
Signature of Applicant *Date*

Signature of Superintendent/Designee *Date*

RELATED PROCEDURE:

04.31 AP.2 (District procurement cards)

Review/Revised: 7/11/13