

**Travel Request Form**Name: Greg Duty \_\_\_\_\_ ☐ Board Member ☒ Employee ☐ Other, as specified \_\_\_\_\_

School/Work Site: Ralph Rush Center Conference/Workshop: AssetPlanner 101 Training

Date(s): 11/16/17 \_\_\_\_\_ Departure Time 7:30am \_\_\_\_\_ Return Time 5:00pm \_\_\_\_\_

**Rationale for Attendance:** District Facility Directors are required to attend the AssetPlanner 101 Training provided through KDE as a part of the new building assessment process.

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: 38 miles Total Cost \$15.58  
 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.

*Greg Duty* \_\_\_\_\_ 11/7/17 \_\_\_\_\_  
*Signature of Applicant* *Date*

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

**RELATED PROCEDURE:**

04.31 AP.2 (District procurement cards)

Review/Revised:7/11/13