

# MERCER COUNTY SCHOOLS

## Out of District Request Form

[Click here for current mileage rate information](#)

**COMPLETE TOP SECTION PRIOR TO REGISTERING** **PRIOR APPROVAL REQUIRED**

**STAFF REQUEST TO ATTEND EDUCATIONAL CONFERENCE, WORKSHOP, MEETING OR STUDENT RELATED ACTIVITY**

REQUIRE A SUB? ENTER RED ROVER ABSENCE MANAGEMENT CONFIRMATION NUMBER HERE: \_\_\_\_\_

NAME \_\_\_\_\_ Check one :  Certified  Classified

WORK LOCATION \_\_\_\_\_ POSITION \_\_\_\_\_

ACTIVITY \_\_\_\_\_

Check one:  P.D. Activity  (Non P.D.) Student Related Activity

LOCATION OF ACTIVITY \_\_\_\_\_ DATE(S) OF ACTIVITY \_\_\_\_\_

LEARNING FROM PD ACTIVITY WILL BE SHARED BY: (check all that apply)  Presenting at Faculty Mtg.  Sharing w/Team

Developing & Presenting Workshop  Other (describe)

<u>TOTAL ESTIMATED COST OF EVENT</u>	BOARD DIRECT PAID (DO NOT REPORT ON REIMBURSEMENT)		EMPLOYEE REIMBURSED EXPENSES
MILEAGE - Rate: \$ - Miles:			\$ -
REGISTRATION- (Attach quote. Dues/Membership Fees**)	\$ -	OR	\$ -
LODGING - # OF NIGHTS (Attach quote/estimate)	\$ -	OR	\$ -
FLIGHT- Attach quote (no upgrades/no insurance*)	\$ -	OR	\$ -
FOOD - (Attach Meal Reimbursement Voucher - proof of overnight stay is required)		OR	\$ -
MISC.-Please list (Original receipts will be required)	\$ -	OR	\$ -
<b>TOTAL</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Overall Expected Total Cost:</b>			<b>\$ -</b>

**FUNDING-** After this form has been approved by the Superintendent, a requisition will need to be created for all individual aspects. Lodging, Flight, Registration, Incidentals, etc.

CHECK ONE  SBDM/DAF/SAF  TITLE I  TITLE II  TITLE IV  IDEA

PERKINS  LAVEC  FRYSC  OTHER (list)

Budget Code \_\_\_\_\_

EMPLOYEE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERINTENDENT SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

MUNIS PO #(s) \_\_\_\_\_

**COMPLETE EITHER THE MILEAGE & MEAL REIMBURSEMENT VOUCHER (FOR OVERNIGHT TRAVEL)  
OR THE TRAVEL EXPENSE REIMBURSEMENT FORM WHEN YOU RETURN (FOR TRAVEL THAT DOES NOT INCLUDE OVERNIGHT STAY)**

*\*Insurance is only allowable when students will also be travelling, and prior approval from the Superintendent has been obtained.*

*\*\*Dues/Membership fees are not permitted unless they are included in the conference registration fee automatically.*