

**Greeneville City Schools  
Professional Travel Permission and Expense Form**

Name \_\_\_\_\_  
School \_\_\_\_\_ Date(s) \_\_\_\_\_  
Substitute required? \_\_\_\_\_ Date Submitted \_\_\_\_\_

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**Pre-trip Expense Estimate and Professional Travel Request**

All travel approval is contingent upon availability of funds and will be made according to school board policy as soon as possible after submission of appropriate Travel Expense forms and receipts.

Destination (attach brochure if available) \_\_\_\_\_

Location of Activity \_\_\_\_\_

Date(s) of attendance \_\_\_\_\_

Your signature \_\_\_\_\_

Principal's signature \_\_\_\_\_

Estimated Cost	Description
1. Mileage _____	_____
2. Hotel _____	_____
3. Meals _____	_____
4. Registration _____	_____
5. Other _____	_____

Total \_\_\_\_\_ Total Estimated Expense

Account # \_\_\_\_\_

Before any professional travel for which you expect reimbursement, please **be sure** you have this information in hand:

1. **Tax exempt form** (for travel within state of Tennessee) *You will need this when you check in at your hotel. If the clerk does not ask for it, be sure to offer it to them. Obtain this form from our Finance Department.*
2. Copies of your event registration and hotel confirmation

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For Administrative Use only:

Approved \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_ Budget Approval Signature \_\_\_\_\_