

INSTRUCTIONS FOR TRAVEL AUTHORIZATION

1. A separate form must be completed for each traveler and trip.
2. Complete all applicable items and obtain written approval PRIOR to commencing travel.
3. Be as accurate as possible in estimating costs, including gratuities, taxis, and any other applicable travel expenses.
4. A copy of this approved form along with supporting documentation must be submitted with the travel voucher form in order to receive reimbursement.
5. A copy of your valid driver's license and proof of liability insurance on your personal vehicle must be attached to this form when requesting the district vehicle.
6. Turn in this request to your immediate supervisor who will forward it to the Central Office as appropriate. A decision will be made based upon your request, in line with supervisor/administrator recommendations, district finances, your previous leaves (no more than 5 per year), your job responsibilities, and the value of the training to the district's educational program(s) resulting from requested leave.
7. You will be notified of final decisions within five (5) working days of the receipt of this request in the Central Office.

WORKSHEET

Mode of Travel	___ District	_____ Personal		
			<u>Estimated Cost</u>	<u>Actual Cost</u>
Mileage	(___ miles @ \$	_____ per mile)	- \$	_____
Meals	(___ Days @ \$	_____ per day)	- \$	_____
	___	_____	-	_____
	___	_____	-	_____
Lodging	(___ Days @ \$	_____ per day)	- \$	_____
Registration Fee			_____ \$	_____
Rental Car	(___ Days @ \$	_____ per day)	- \$	_____
Other:	_____		_____ \$	_____
	_____		_____ \$	_____
		Total	- \$	- _____