

**JOINT SCHOOL DISTRICT #171
TRAVEL REQUEST - PROFESSIONAL**

Form must be signed, dated and approved by Administrator and Superintendent at least 10 days prior to travel to insure travel allowance is available prior to travel. Please attach copies of brochures and pamphlets for District Office use to secure lodging, and meals for each meeting. No travel arrangements will be made until ALL the information has been submitted and approved by the Superintendent.

Name: _____ Building: _____

Meeting you wish to attend: _____

Location of meeting: _____

Dates of meeting: _____ Dates you will be absent: _____

Registration completed: Yes____ No____ (if no please provide information for registration)

If lodging is required list preferred Hotel: _____ **Actual dates** of stay: _____
(NOTE: Personal Credit Card may be required by Hotel upon arrival to cover incidental expenses.)

Requested # of Meals: Breakfast: # _____ Lunch: # _____ Dinner: # _____ (not included in registration)

Mode of Travel: District Vehicle: _____ (*located at Programs Office*) Airplane: _____
Only if District Vehicle is not available select: Private vehicle _____ Carpool _____ with _____
(NOTE: If District Vehicle is available and private vehicle is used no mileage will be paid)

Which District Administrator requested your attendance at this meeting: _____

Employee's Signature

Date

For District Office Use Only:	
Cost of Travel:	
Mileage: # _____ \$ _____	Airfare: \$ _____ Lodging: # _____ \$ _____
Meals: Breakfast: # _____ \$ _____	Lunch: # _____ \$ _____ Dinner: # _____ \$ _____
Registration: \$ _____	PO# _____
Travel Expense Total: \$ _____	Total Advance allowed: \$ _____

Approved by Administrator: Yes____ No____

District Administrator

Approved by the Superintendent: Yes____ No____

Superintendent's Signature

Professional Travel Leave Request Procedures

The following list of steps **must all be completed** before the travel request will be approved:

1. Complete the Professional Travel Leave Request Form
 - a. Specify the meeting you wish to attend and meeting location
 - b. Provide a copy of the brochure/pamphlet that tells about the meeting
 1. Highlight registration instructions and costs and indicate if registration has been completed or not
 2. Highlight meals that will be provided with your registration at the meeting
 3. Provide estimate on number of EACH Breakfast, Lunch and Dinner you are requesting the district to pay for
 4. "Hotels" – Designate which hotel you prefer to stay at for the meeting
 5. Designate number of nights needed for lodging, including arrival & departure dates
 6. Mode of Transportation: District Vehicle should be used if available. If private vehicle is used when District Vehicle is available no mileage will be paid. If it is more cost effective to fly airplane can be selected.
 - c. Specify the actual meeting dates
 - d. Specify travel dates and times if other than the actual meeting dates
 - e. Specify dates you will be absent – including travel to and from location

2. Completion of the Travel Request Form – form steps
 - a. Indicate Mode of Transportation: district vehicle, if not available choose , personal car or carpool and/or airplane
 - b. Identify which Administrator asked you to attend the meeting
 - c. Sign and date your Travel Request Form
 - d. Have your building Administrator/Supervisor approve and date your request
 - e. Send your request to the Administrative Office for the Superintendent's approval

NO TRAVEL ARRANGEMENTS WILL BE MADE UNTIL ALL THE ABOVE INFORMATION HAS BEEN SUBMITTED AND APPROVED BY THE SUPERINTENDENT.