

**Warren County School System  
Travel Request**

Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

School/Department: \_\_\_\_\_ Date(s) of Conference: \_\_\_\_\_

Name of Conference: \_\_\_\_\_

Location of Conference: \_\_\_\_\_

Write your school's SIP goal OR the system's TCSPP goal to which this conference is related. \_\_\_\_\_

How will you share the information from the conference with other staff members? (If asked, you MUST agree to present an in-service session after school hours for other teachers.) Please check all that apply.

I will present an in-service during \_\_\_\_\_ (month) at \_\_\_\_\_ (time).  
 Faculty meetings;  Grade/Departmental meetings;  Administrative meetings

<u>ESTIMATED</u> (Complete BEFORE trip)	<u>TYPE OF EXPENSE</u>
\$	Meals: \$5.00-breakfast; \$10.00 – lunch; \$15.00 – dinner <ul style="list-style-type: none"> <li>▪ Meals provided as part of the conference fees will NOT be reimbursed.</li> <li>▪ An employee must leave before 6:00 a.m. to claim breakfast reimbursement and return home after 6:00 p.m. to claim dinner reimbursement.</li> </ul>
\$	Lodging: <ul style="list-style-type: none"> <li>▪ Hotel Name _____</li> <li>▪ Hotel Phone # _____</li> <li>▪ Arrival date: _____ Departure date: _____</li> <li>▪ # of nights ____ @ \$ _____ per night = \$ _____</li> <li>▪ Hotel receipt with “zero” balance required for reimbursement.</li> </ul>
\$	Mileage: # of miles _____ @ \$0.46/mile = \$ _____
\$	Conference registration fee: \$ _____
\$	Substitute teacher pay: \$77.86 per day for _____ days.
\$	Other costs (please detail and attach receipts for reimbursement): _____ _____
\$	<b>TOTAL</b>

Signature of person making request: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Signature (indicates approval of request): \_\_\_\_\_

Date: \_\_\_\_\_

Supervisor's Signature (indicates approval of request): \_\_\_\_\_

Date: \_\_\_\_\_

Director of School's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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 BUDGET CATEGORY: GP \_\_\_\_\_; ABE \_\_\_\_\_; CTE \_\_\_\_\_; Sp.Ed. \_\_\_\_\_; Food Service \_\_\_\_\_; School Travel Allocation \_\_\_\_\_; Title \_\_\_\_\_; other (explain: \_\_\_\_\_) \_\_\_\_\_