

Warren County School System  
Travel Request

Amended August 2014

**\*The ORIGINAL must be submitted, (submitted to the Central Office) TWO weeks PRIOR to travel and this form MUST be complete before it will be accepted.**

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 TCSP goal to which this conference is related.

Survey Information

ESTIMATE (Complete BEFORE trip)	Type of Expense
\$	<b>Meals:</b> \$5-breakfast, \$10-lunch, \$15-dinner***Meals provided as part of conference fees will NOT be reimbursed. ***Reimbursement for a single meal (or meals) on one day travel with no overnight stay is not permitted.
\$	<b>Lodging:</b> Hotel Name _____ Confirmation # _____ Hotel Address & Phone # _____ Arrival Date _____ Departure Date _____ # of nights _____ Hotel receipt w/ <u>zero</u> balance required for reimbursement. Hotel confirmation form must be attached in order to pre-pay.
\$	<b>Mileage:</b> #of miles: _____ ** go <a href="http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/">http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/</a> to get rate per mile =\$ _____ Attach actual mileage determined by MapQuest***MUST select round trip only
\$	Conference registration fee \$ _____ Registration form must be attached in order to prepay.
\$	Substitute teacher pay: *\$78.60 per day for _____ days. *amount subject to change
\$	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: \_\_\_\_\_

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