

**NATIONAL SCHOOL DISTRICT
CONFERENCE ATTENDANCE REQUEST**

Name(s):					Date:		
Name of Conference:							
Location:					Date(s) of Attendance:		
Funding Source(s):	Fund	Resource-Sub	Goal	Function	Object-Sub	School	Amount

Projected Costs:

Registration: \$ _____; Lodging: (___ days) \$ ___/night + tax; Meals: (___) \$ _____; TOTAL PROJECTED COST: _____
 Transportation (select one) **Airplane, Rental Car, Bus, Car, Train** \$ _____
 Other (including substitute) \$ _____

Payment Method:

- Employee to pay and be reimbursed following trip
- Purchase order(s) or Revolving Cash Fund check(s) to be issued (Requisition or Request for Prepayment must be attached) **PO Number:** _____
- Charged to District Purchasing Card
- Request advance of funds for travel

APPROVAL RECOMMENDED BY: _____ DATE _____
 Immediate Supervisor/Principal and/or Program Director

APPROVAL RECOMMENDED BY: _____ DATE _____
 Assistant Superintendent, Curriculum and Instruction

APPROVED _____ DATE _____
 District Superintendent

DENIED

TRAVEL EXPENSE CLAIM

Mark all items paid directly by the District with an * and attach receipts								
Receipts Required	Enter Dates	/ /	/ /	/ /	/ /	/ /	/ /	/ /
		Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Registration								
Lodging								
Transportation								
Other (Specify)								
Breakfast								
Lunch								
Dinner								
Cab, Bus, Limousine								
No Receipts Required	Mileage: Miles _____ x \$ _____							
	Other (Specify)							
							Total Travel Expense	
							*Less Amounts Paid by District	
							Less Travel Advance Funds	
							Net Amount of Claim /Refund	

I hereby certify that the above travel expenditures were actually and necessarily incurred in the performance of my duty, and further that no part of the claim has heretofore been paid.

Submitted by: _____ DATE _____

Approved by: _____ DATE _____
 Immediate Supervisor/Principal and/or Program Director

Submitted by: _____ DATE _____
 Assistant Superintendent, Educational Services

In accordance with Governing Board Policies BP 4133, BP 4233, and BP 4333, the District Superintendent authorizes the above expenditures.

Signature: _____ DATE _____
 District Superintendent

To be completed prior to conference.

To be completed after conference.