

## REQUEST FOR SCHOOL BUSINESS TRIP OR PROFESSIONAL DEVELOPMENT

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

Date & Time of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Reason for Trip \_\_\_\_\_

Approval must be requested 5 working days prior to trip. Attach documentation of workshop/meeting/event.

Please check those that apply:

\_\_\_\_\_ Registration

\_\_\_\_\_ Employee will pay registration and be reimbursed

\_\_\_\_\_ District needs pre-pay registration

\_\_\_\_\_ Mileage

Is school vehicle available? Yes \_\_\_ No \_\_\_

*Your building principal will check to see if the school vehicles are available for use. You will only be paid mileage if school vehicle is not available)*

\_\_\_\_\_ Meals (**itemized** tickets will need to be turned in)

\_\_\_\_\_ Room

(The District will make reservations and arrangements for your room to be charged to the school. Attach all information for the reservation to be made. Employee may be asked to secure reservation and the District will call to have the room charged to the school.)

\_\_\_\_\_ Substitute

This business trip is approved by:

\_\_\_\_\_  
Principal's Signature

\_\_\_\_\_  
Superintendent's Signature