

# EMPLOYEE TRAVEL REQUEST FORM

Use this form to request permission prior to confirming overnight or out-of-state travel reservations. The information you provide below may be estimated. Only complete portions that apply to your situation. This form does not replace the purchase requisition or purchase order. After travel is approved, you may enter your purchase requisitions to encumber funds for travel. Attach the approved form to your requisition(s).

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

Person Traveling \_\_\_\_\_ Site \_\_\_\_\_

In-State Travel

Out-of-State Travel (Superintendent approval required)

Reason for travel or title of conference/workshop \_\_\_\_\_

Dates of Conference \_\_\_\_\_ Dates of Travel \_\_\_\_\_

Location: City \_\_\_\_\_ State \_\_\_\_\_

## EXPENSES

Registration Fee \_\_\_\_\_ Roundtrip Mileage (if driving personal vehicle) \_\_\_\_\_

Per Diem (\$45/day In-State; \$60/day Out-of-State) \_\_\_\_\_ Airfare \_\_\_\_\_

Lodging \_\_\_\_\_ Other \_\_\_\_\_

Funding Source \_\_\_\_\_

Employee Signature \_\_\_\_\_

Travel Approved \_\_\_\_\_

Travel Denied \_\_\_\_\_

**Supervisor must forward out-of-state requests to superintendent for consideration.**

\_\_\_\_\_  
Supervisor Approval

\_\_\_\_\_  
Date Signed

*BOE Policy 1.57: Employees on all official school business that requires traveling expenses must obtain authorization from the employee's supervisor or Superintendent. The Superintendent must approve all out of state travel. The Superintendent has the responsibility and authority to make the final decision as to whether or not a trip shall take place. There may be a situation that will necessitate a last-minute cancellation of a trip, even if the Superintendent has previously approved such travel.*

Travel Approved \_\_\_\_\_

Travel Denied \_\_\_\_\_

\_\_\_\_\_  
Superintendent Approval

\_\_\_\_\_  
Date Signed

**Jenks**  
Public Schools®