### TRAVEL AUTHORIZATION AND REIMBURSEMENT

Please attach copies of conference agendas or other applicable documentation

<table>
<thead>
<tr>
<th>Requestor:</th>
<th>Date:</th>
<th>Acct #:</th>
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<tbody>
<tr>
<td>School:</td>
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#### Travel Plans and Purpose:

1. **CONFERENCE DETAILS** (Attach conference itinerary)

   Please check one:
   - Registration requires credit card payment
   - Please mail check with attached registration form

   Name of Conference/Meeting:
   Date(s):
   Location/City:
   Registration Fee:

2. **MEALS** (include detailed schedule or agenda)

<table>
<thead>
<tr>
<th># of Meals</th>
<th>Subtotals</th>
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<tbody>
<tr>
<td>Breakfast</td>
<td>$8*</td>
</tr>
<tr>
<td>Lunch</td>
<td>$11</td>
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<tr>
<td>Dinner</td>
<td>$16</td>
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   TOTAL

   * Adjustment made if hotel offers breakfast
   ** For out-of-state travel, contact the District Office

3. **HOTEL DETAILS**

   Desired Hotel/Location:
   Name on Reservation:
   Arrival Date:
   Total expected amt:
   Departure Date:
   Breakfast included: Y N
   Confirmation emailed to employee:
   Confirmation #:

4. **MILEAGE** (private vehicle - District vehicle NOT available)

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<tr>
<th>Date</th>
<th>Location from</th>
<th>Location to</th>
<th>Miles Driven</th>
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</table>

   Total Miles
   Rate per mile X .40

   **TOTAL REIMBURSEMENT**

5. **AFIRARE** (Provide a copy of your current driver license)

   Employee Full Name (on ID):
   Departure Date:
   Desired Departure time:
   Return Date:
   Desired Return time:
   Confirmation emailed to employee:
   Confirmation #:

   Name of others needing same flight:

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### TRAVEL REQUEST CHECKLIST:

- All pertaining details are filled out
- Conference itinerary and registration forms attached
- For ALL airline tickets, copy and attach your current driver license
- Request meal/mileage reimbursement (if applicable)
- Sign and date as the applicant
- Obtain signatures and program code from your principal or director
- Submit form to purchasing department

*** If checklist is NOT complete, this form will be returned to you ***