

**CLASSIFIED EMPLOYEE PROFESSIONAL TRIP REQUEST/REQUISITION**

**SECTION 1** (To be filled out by Classified Employee, then forward to Superintendent)

Employee Name \_\_\_\_\_  
Location of Professional Development \_\_\_\_\_  
Date(s) of Conference or Meeting \_\_\_\_\_  
Name of meeting/conference/seminar \_\_\_\_\_

**Registration Expenses: (Employee is responsible for their own registration. A check will be sent ASAP upon attachment of a registration form, notice, or invoice).**

\$ \_\_\_\_\_ will need to be paid to \_\_\_\_\_  
(Registration Firm Name & Address)

**Hotel Expenses:**

I need a check for \_\_\_ night(s) lodging at \$ \_\_\_\_\_ per night for the following hotel:

\_\_\_\_\_  
(Hotel Name and Address)

I estimate my **Personal Expenses** for this meeting/conference/seminar will be:

\$ \_\_\_\_\_ for Meals (over night hotel stay required)  
\$ \_\_\_\_\_ for Mileage ( \_\_\_\_\_ miles x current per mile reimbursement rate)  
\$ \_\_\_\_\_ for Parking  
\$ \_\_\_\_\_ for Lodging (If paying for hotel yourself)  
\$ \_\_\_\_\_ for Registration (If paying for registration fees yourself)

\_\_\_\_\_ (Employee Signature) \_\_\_\_\_ Today's Date

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**SECTION 2** (Cafe Mgr, EMIS, Tech. Coord. use your P.O. numbers and forward to Superintendent.  
(Media Clerk, Guidance Sec. & \_\_\_\_\_ forward to Principal Secretary for PO numbers and then forward to Principal)

\_\_\_\_\_ P.O. number for Registration Expenses  
\_\_\_\_\_ P.O. number for Hotel Expenses  
\_\_\_\_\_ P.O. number for Personal Expenses

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**SECTION 3** (Administrator Approval, then forward to Treasurer)

The above professional development is hereby approved.

\_\_\_\_\_ (Administrator Signature)

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**SECTION 4** (Treasurer Coding, then forward to Superintendent Secretary)

\_\_\_\_\_  
Fund    Func.    Obj.    SCC    OPU

\_\_\_\_\_ Vendor Number for Registration Firm  
\_\_\_\_\_ Vendor Number for Hotel  
\_\_\_\_\_ Vendor Number for Employee

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**SECTION 5** (Superintendent Secretary/Administrative Processing)

Superintendent Secretary --- Process this requisition into a Purchase Order  
--- Make one copy for Superintendent File  
--- Make one copy for Assistant Treasurer File