

COACH PROFESSIONAL TRIP REQUEST/REQUISITION

SECTION 1 (To be filled out by Coach, then forward to A.D. Secretary)

Employee Name _____

Location of Professional Development _____

Date(s) of Conference or Meeting _____

Name of meeting/conference/seminar _____

Sub Needed? ___ Yes ___ No

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 (To be filled out by A.D. Secretary, then forward to A.D.)

_____ P.O. number for Registration Expenses

_____ P.O. number for Hotel Expenses

_____ P.O. number for Personal Expenses

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SECTION 3 (Athletic Director Approval, then forward to H.S. Principal)

The above professional trip is hereby approved.

(A.D. Signature)

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SECTION 4 (H.S. Principal Approval, then forward to Assistant Treasurer)

The above professional trip is hereby approved.

(H.S. Principal Signature)

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SECTION 5 (Assistant Treasurer Coding)

Fund Func. Obj. SCC OPU

_____ Vendor Number for Registration Firm

_____ Vendor Number for Hotel

_____ Vendor Number for Employee

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Assistant Treasurer - process this requisition into a Purchase Order.