

PRINCIPAL PROFESSIONAL TRIP REQUEST/REQUISITION

SECTION 1 (To be filled out by Principal, then forward to Principal Secretary)

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 (To be filled out by Principal Secretary, then forward to Superintendent)

_____ P.O. number for Registration Expenses
_____ P.O. number for Hotel Expenses
_____ P.O. number for Personal Expenses

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SECTION 3 (Superintendent Approval, then forward to Treasurer)

The above professional development is hereby approved.

_____ (Sup't. 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