TEACHER PROFESSIONAL TRIP REQUEST/REQUISITION

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

Employee Name_____
Name of meeting/conference/seminar_____
Location of Professional Development_____
Date(s) of Conference or Meeting_____
Sub Needed? ☐ Yes ☐ No

Registration Expenses: (Employee is responsible for their own registration).
$_____ will need to be paid to _____
(Registration Firm Name & Address)

How are you registering and having this registration paid for? (check one box only)
☐ Paper registration is attached (Please mail a check with registration form)
☐ I mailed, faxed, or electronically registered (Please mail a check per attached)
☐ I've already registered; They will invoice us.
☐ I'm paying the registration expenses and will request reimbursement later.
☐ I'll register after I receive the PO and let you know later about payment terms.

Hotel Expenses: (Employee is responsible for booking their own reservation).
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 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 (Principal Approval, then forward to Treasurer)

The above professional development is hereby approved.

_____ (Principal 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 -- Process the requisition into a Purchase Order