

TEACHER PROFESSIONAL TRIP REQUEST/REQUISITION

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

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

SECTION 3 (Principal Approval, then forward to Treasurer)

The above professional development is hereby approved.

_____ (Principal Signature)

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

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