Clarksville School District

Travel Request

The purpose of this form is to request approval from the principal for travel for the purpose of in-service activities, professional growth, and/or student supervision. Once the principal has approved the request, it will be forwarded to the administrator for approval. When the administrator has approved the request, a copy will be returned to the principal who will notify the individual of approval. The original will be forwarded to the Superintendent's office for filing and inclusion on the Superintendent's Calendar of Events.

Teacher / Staff Member making request:		
Name of Activity / Event:		
Date(s):	Time:	
Place/City:		
The purpose for my attendance at this activity/event is:		
Signed: Date: Teacher/Staff Member		
The estimated costs are:		
Travel (51 cents/mile)		\$
*Meals (See Guidelines) (Attach Copy of Registration to Reimbursement Request)		\$
*Lodging (Hotel:	Conf. #)	\$
Registration Fees		\$
Other		\$
Total		\$
*Lodging and food costs are reimbursable only on overnight stays and only within district guidelines. The Principal is responsible for completing the necessary steps to secure purchase order(s) for costs that are anticipated for the trip. Upon completion of travel, a signed "Statement of Travel Expenses" should be completed and forwarded to the central office for payment. The yellow copy of the purchase order authorizing this expense should be attached.		
I recommend this request be: App	proved Fund Respons	ihle
Signed:Principal	Date: 	
Approved: Not Approved	d Date Approved	:
Signed:Administrator		