



## REQUEST FOR OUT OF DISTRICT ATTENDANCE

All requests for out of district attendance that involve time away from work and/or reimbursement from district funds must be filed and approved prior to such attendance via this form. Reimbursement of travel expenses will be in accordance with Board Policy 5341. No reimbursements will be granted without prior approval.

EMPLOYEE NAME MDSD Secondary English Team (x1) DATE May 19, 2025

SCHOOL: District

TRAVEL REQUESTED/CONFERENCE NAME: National Council of Teachers of English (NCTE) DATES Nov 20-23, 2025

LOCATION ADDRESS: Denver, Colorado

IS LODGING NEEDED ☒ YES ☐ NO HOW MANY NIGHTS? 4

ARRIVAL DATE: November 19, 2025 DEPARTURE DATE: November 23, 2025

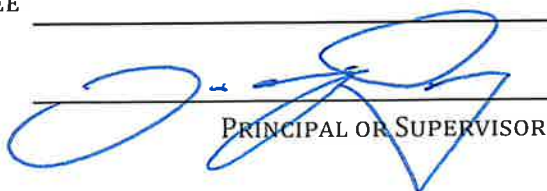
ESTIMATED EXPENSES BUDGET ACCOUNT REQUIRED 100 E 632 000 310 000 000

1. Registration	480.00	
2. Transportation/Mileage	300.00	<u>          </u> Miles Driven X .70 Mileage is reimbursed at 70 cents per mile.
3. Meals	142.00	Per Diem - IN STATE: \$6.50 Breakfast, \$6.50 Lunch, \$17 Dinner OUT OF STATE: \$6.50 Breakfast, \$6.50 Lunch, \$18 Dinner
4. Lodging <small>Arrangements must be made by District Office</small>	0.00	Please budget for an average of \$150/night.
5. Other Costs	0.00	Ex. Parking fees, airline fees, Uber, etc.
6. Substitute	500.00	Daily Rate: \$125.
<b>TOTAL ESTIMATED EXPENSES</b>	<b>1422</b>	

**Reimbursements will not be made from this request.** Registration and Lodging fees are normally billed to the District through the purchase order system. An Expense Voucher for reimbursement of travel expenses must be submitted to the approving Principal or Supervisor for approval following return. The Expense voucher will be submitted to the District Office for payment by the approving Principal or Supervisor.

SIGNATURE OF EMPLOYEE \_\_\_\_\_

APPROVED BY \_\_\_\_\_

  
PRINCIPAL OR SUPERVISOR

DATE 5/17/2025  
DATE \_\_\_\_\_

\_\_\_\_\_  
SUPERINTENDENT OR BUSINESS MANAGER

\_\_\_\_\_  
DATE

SPECIAL CONDITIONS

Copies: Employee, Supervisor & District Office