

Out of District Travel Request


Name (print) Lisa Wendel Building Driftwood
 I am requesting approval to attend PBIS Leadership Forum
 General purpose/objective for attending conference/meeting Learn Framework/Implement PBIS @ Driftwood
 Destination Chicago IL Leave 10-9-24 5AM Return 10-11-24 11PM
Date/Time Date/Time

Estimated Travel Expenses

To claim reimbursement, please submit a District Mileage and Expense Reimbursement form to the District Office within 30 days of return from travel. Any necessary receipts must be attached to the Mileage and Expense Reimbursement form. General requirements for out of district travel are listed on page 2 of this form. District Policy for expense reimbursement can be found at the link on the district's web page under DLC and DLC-AR

	Estimated Expenses	Account # or Funding Source
Registration	\$ <u>375.00</u>	
Substitute		
Full Day @ \$ _____	\$ _____	
Half Day @ \$ _____	\$ _____	
Lodging Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Total # nights <u>2</u>	\$ <u>466.00</u>	
Check in Date: <u>10-9-2024</u>		
Check out Date: <u>10-11-2024</u>		
Total Nights: <u>2</u>		
Special Accommodations: _____		
Mileage <u>246</u> miles @ .6223 per mile \$ <u>153.00</u> <small><u>123 each way - medford.</u></small>		
Meals		
<u>0</u> breakfast(s) @ \$13.00 each	\$ _____	
<u>3</u> lunch(es) @ \$15.00 each	\$ <u>30.00</u>	
<u>3</u> dinner(s) at \$26.00 each	\$ <u>78.00</u>	
Other (specify) <u>Airfare</u>	\$ <u>350.00</u>	
<u>Parking</u>	\$ <u>50.00</u>	
Total Estimated Expenses	\$ <u>1502.00</u>	

I am requesting to travel out of district on the date(s) and for the purposes stated above. The expenses listed are estimates; however, I understand that if I choose to add an expense subsequent to this approval, I must re-submit this request with added expense(s) in order to be reimbursed. I agree with the above and have read and understand the travel requirements listed on page two of this form.

Signature of staff member  Date 8-14-2024
Approval: Supervisor/Principal _____ Date _____ Approved Denied

Forms

An Out of District Travel Request form must be completed and approved before out of district can be confirmed. A travel request must be completed prior to travel in order to claim reimbursement. Conference documentation that outlines dates, schedules, meals as part of conference, etc. must accompany this form.

Lodging

All lodging reservations will be made by the District Office. If you have any preferences, ie. smoking or non-smoking, please make that notation. If there is an official designated conference or meeting hotel lodging will be arranged there.

Meals

Meal allowance will be based on the District per diem allowance when traveling. Reimbursement for individual meals will be at the following rates:

Breakfast	\$13.00
Lunch	\$15.00
Dinner	\$26.00

The traveler will be responsible for charges that exceed the per diem rates for meals. Receipts are not required. When attending a one-day meeting, no reimbursement for breakfast or dinner will be made unless the meeting or the commercial travel begins two hours before or ends two hours after the scheduled workday.

When traveling out of the district for more than one day, no reimbursement for breakfast on the first day will be made unless the required travel schedule begins two hours before the scheduled workday.

Meals designated as part of the mode of travel or included as part of a meeting will not be reimbursed separately. Employees may request reimbursement for their own meals only. Exceptions will be made for coaches, teachers, etc. paying for student meals as part of a school activity. In this case, the employee does need to submit an itemized receipt for reimbursement. Snacks will not be reimbursed. Alcoholic beverages will not be reimbursed.

Other

The employee is responsible for all costs of non-staff person(s) traveling with them. For reimbursement of travel expenses, submit Mileage and Expense Reimbursement form within 30 days. Receipts for all out-of-pocket expenses, except meals and gratuities, are required if claiming reimbursement.

District Policy DLJ-AR states that staff will use district owned vehicles, whenever possible, in conducting district business that requires travel. It specifies this relates to both travel within district boundaries and in-state travel outside district boundaries.

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