

PROFESSIONAL MEETING REQUEST & TRAVEL EXPENSE

PRE-APPROVAL FORM

rev 10/21

EMPLOYEE SECTION

DO NOT REGISTER FOR THIS WORKSHOP/ACTIVITY UNTIL FINAL APPROVAL BY YOUR PRINCIPAL AND/OR TEACHING AND LEARNING

Please complete the following information.

Please complete the ESTIMATED COST in the COST INFORMATION section.

Be sure to attach information regarding the workshop/activity (registration form, brochure, etc.) Please give this form to your building principal for approval.

Employee _____ School _____

Workshop Title _____

Location _____ Date(s) of Workshop _____

Date(s) of Absence _____ Substitute Required? Yes _____ No _____

Employee Signature _____ Date _____

COST INFORMATION

Please see the Business Office Travel Guidelines.

Miles _____

Estimated Cost		
Substitute	Y	N
Transp.	\$	
Miles	\$	
Lodging	\$	
Meals	\$	
Regist.	\$	
Other	\$	
TOTAL	\$	

Approved Cost		
Substitute	Y	N
Transp.	\$	
Miles	\$	
Lodging	\$	
Meals	\$	
Regist.	\$	
Other	\$	
TOTAL	\$	

Expenditure Approval _____

Acct# _____

Date _____

PRINCIPAL SECTION

Please complete the following section to approve this absence.

In addition, If you are paying for this workshop with building funds, please complete the APPROVED COST in the COST INFORMATION section, sign and provide and account number.

Be sure to consider all costs including substitutes.

Once completed, please forward to Teaching and Learning for approval.

Do not process registration until approval has been given.

Absence Initiated By: Building Teaching and Learning Student Services Employee

Building Principal Absence Approval _____ Date _____

APPROVAL

Teaching and Learning _____

Date _____