

Liberty Union High School District
Pre-Approval Request
 Conference/Travel

OUT of STATE TRAVEL Board Approval Date: _____ <u>*Include Board Approval with Request</u>

Name: _____ Site: _____ Date of Request: _____

Name of Conference: (attach flier) _____

*Location: _____ Dates of Attendance: _____

Purpose: _____

ESTIMATED EXPENSES:

Conference Registration:	\$
Lodging: # of Nights <input type="checkbox"/> @ \$ _____ /Per Night	\$
Transportation <input type="checkbox"/> Employee Vehicle: # of miles _____ Mode (indicate): <input type="checkbox"/> Air Travel: <i>Provide flight preferences:</i> (1) Airline (2) Airport Locations (3) Times	
Meals: ___ # Breakfast (\$10) ___ # Lunch (\$15) ___ # Dinner (\$31) Total Cost: <u>ITEMIZED Receipts Required</u> when submitting expense claim upon return, see below	\$
Incidentals: Parking, Tolls, Etc. <u>ITEMIZED Receipts Required</u> when submitting expense claim upon return, see below	\$
Other:	\$
TOTAL	\$

SACS Code: _____

PRIOR TO TRAVEL: Once site approved, please forward to the Purchasing Agent at the District Office. Travel arrangements will be made and you will receive confirmation of your trip via email.

UPON RETURN OF APPROVED TRAVEL:

- 1) Complete/Submit Expense Claim to District Office (please note):
 - ALL ITEMIZED receipts must be attached as stated above (when applicable)
 - WE DO NOT ACCEPT a credit card total copy; it MUST have an itemized list of purchases and no alcohol is permitted.
- 2) Submit above to supervisor within 3-5 days of your return.

Out of State travel requires Board approval
Include a copy of approved Board agenda item to the Purchasing Agent.

Employee Signature _____ Date _____

Supervisor/Program Approval _____ Date _____