

**SOUTH LAKE SCHOOLS**  
Conference – Meeting – Activity  
**AUTHORIZATION FOR TRAVEL**

Today's Date: \_\_\_\_\_  
School/District Goal: \_\_\_\_\_  
Name of Conference, Meeting, or Activity: \_\_\_\_\_  
Place: \_\_\_\_\_ Estimate of Total Cost. \_\_\_\_\_  
Day(s) of Week for Travel: \_\_\_\_\_ Date of Travel: \_\_\_\_\_ Time: \_\_\_\_\_

\_\_\_\_\_ Building Location of Staff Member \_\_\_\_\_ Name of Employee Attending \_\_\_\_\_

**REQUEST FOR PAYMENT OF REGISTRATION FEES:**

Make check payable to: \_\_\_\_\_  
Mail registration fees in the amount of: \$ \_\_\_\_\_ by (Date): \_\_\_\_\_  
Mail registration to: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State/Zip: \_\_\_\_\_

**AN ADDRESSED ENVELOPE MUST ACCOMPANY THIS REQUEST.**

**Additional Conference Costs Payment Options:** (please check one)

- Travel Advance** monies (other than registration fees) may be requested on the blue Travel Advance Request Form. If you will request travel advance, please submit the request with this form.
- Travel Reimbursement** – conference costs for transportation, lodging, and miscellaneous expenses may be paid out-of-pocket and reimbursement requested within five days of your return from travel. **ITEMIZED** RECEIPTS MUST ACCOMPANY REQUEST FOR REIMBURSEMENT.
- Travel Reimbursement** – cost of transportation will be indicated on monthly transportation log.
- No Cost** – There will be no additional cost to South Lake Schools for this Conference/Travel.

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Principal \_\_\_\_\_ Superintendent \_\_\_\_\_  
or Director of Instruction & Assessment  
Conference ASN# \_\_\_\_\_

Substitute ASN #: \_\_\_\_\_ Substitute reimbursement from MISD \_\_\_\_\_

Please send copies to the following staff members:

- Cathy Phillips in Bookkeeping - Original registration form plus 2 copies of forms WITH addressed envelope and copies of all forms to be sent with check.
- Your school office secretary who handles your request for a substitute
- Staff member requesting conference
- Cathy Phillips – If Professional Develop Funds (PDF) are available and paid for through the MISD
- Principal
- Grant Administrator

**(see instructions on reverse side)**

# SOUTH LAKE SCHOOLS

## PROCEDURES FOR REQUESTING CONFERENCE TRAVEL FORM

### **Authorization for Travel/Expenses:**

Formal approval must be received before any employee is absent from regular assigned duties to participate in conferences, meetings, or other activities outside the school district.

### **Approval of applications will be based on:**

- Alignment of the conference to district and/or building goals.
- Board policy and parameters for budgeted district and/or building school improvement or grant funds. **Lodging and miscellaneous trip expenses in excess of \$500.00 require prior approval of the Board.**
- Relevance of the conference to each person's responsibilities to South Lake Schools.

### **Authorization for Travel:**

- Principal/supervising administrator determines the availability of substitute staff if needed.
- One form is to be filled in by each person requesting to be away from the district on approved travel and is to be submitted to the principal or supervising administrator. All requests for grant funds must be forwarded to the administrator supervising the grant for approval. Requests for district funds must be forwarded to the Curriculum Director. Forms for the same activity should be grouped together so that Bookkeeping personnel can efficiently process payment.

### **Approval by administrators requires:**

Complete information called for in the upper part of this form – including estimate of total cost. For all administrators, Superintendent approval is required.

### **Request for Payment of Registration Fees:**

If they are to be paid in advance, you must fill in this form and include a green Travel Advance form. These forms must be completely filled out and given to the bookkeeping department. Please remember to include an addressed envelope with your forms.

### **Conference Cost Payment Options:**

One box must be checked for the payment option.

### **ASN numbers for registration fees and substitute staff must be indicated.**

Approved, completed copies of the Authorization for Travel Form must be forwarded as shown on front sheet.

**Unavailability of substitute staff** may necessitate the cancellation of approval.

Requesters will receive a copy of approved Authorization for Travel. A blue Travel Reimbursement Voucher must be completed within five days of return from travel.