

CHENEY SCHOOL DISTRICT

12414 S. Andrus Rd.
Cheney, Washington 99004

TRAVEL AND REGISTRATION REQUEST

This form should be completed for **any** meetings outside of District.

Directions: Obtain budget program approval signature; then submit this form (all copies) to the Business Office. Copies will be dispensed with action indicated.

Name _____ Date of Request _____

Position _____ School _____

Name of Conference/Workshop/Meeting _____

City/Site _____ Date/s _____

Name of Budget Program through which Expenses will be paid _____

Estimated Expenses:

Mark the appropriate box.

Lodging \$ _____

Meals _____

Registration..... _____

Transportation (Airline Travel) _____

(Rental Car) _____

(District Vehicle) _____

(Personal Vehicle - Mileage Expense) _____

Substitute Costs _____

TOTAL \$ _____

Check this box if you want the Business Office to pay registration for you. (If so, completed registration form **must** be attached.)

Check here if you are paying registration yourself. (Use Form No. 503 for reimbursement.)

Substitute required?* Yes ____ No ____ If yes, how many days? _____ a.m./p.m.

Comments: _____ Date/s (be specific) _____

*If applicable, work with principal/supervisor to obtain a substitute.

Program Budget Code # _____ Program Approval _____

Principal/Supervisor Signature _____ Date _____

Approved By _____ Date _____
(Signature - Superintendent or Designee)

(See complete instructions on reverse side of this form.)