

Central Unified School District Travel Request

Request No. TR-
This is not a Purchase Order Number.

NOTE:

Complete this form only if travel costs involve more than registration costs or travel exceeds 40miles one way

1. Attach the following to this form along with requisitions when completed:
 - A. Conference/Workshop Flyer or Agenda that describes the event.
 - B. Completed Registration form for each Attendee.
 - C. Guest Confirmation from Hotel/Motel, if there is a Requisition for lodging.
 - D. Distance Chart measuring miles from work or home to either hotel/motel, or conference/workshop; as appropriate.
2. Complete Purchase Requisitions for each of the Travel Costs, as appropriate and record requisition numbers below.

Request Date			
Names and Sites of Travelers			
Name of Conference or Workshop			
Destination City and State			
Departure Date and Time		Conference Start Date and Time	
Return Date and Time		Conference End Date and Time	
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)			
Substitute Required?		Overnight Required?	
Funding Source	Program Name		
Purpose of Conference/Workshop			
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	If applicable, is this a required training that will be beneficial to the district and/or in line with program mandates for categorical funding (AR (3460)?		

Travel Cost	Amount
Registration	
Lodging	
Transportation - Non-Personal Vehicle	
Meals	
Transportation - Personal Vehicle	
Other Cost	
Total Travel Costs	\$ -

Purchase Requisition Numbers	
Registration Fee	R-
Lodging	R-
Mileage/Meals	R-
	R-
	R-
	R-
	R-

<u>Meals</u>	<u>Condition</u>	
Breakfast	-If travel begins on or before 7:00 am	<i>**Meal Rates Determined By CSEA and CUTA Agreements</i>
Lunch	-If travel begins on or before 11:00 am	
Dinner	-If travel begins on or before 7:00 pm	

Site Approval

Superintendent Signature or Cabinet Member

Board Approval is required for all out of state travel

updated 12/14/16