

## Form 501 – Travel & Registration Request

You need to fill out a 501 if:

- A substitute will be needed
- A Registration fee will be paid (either through the business office or on a 503)
- A credit card will be used for travel (food and/or lodging)
- Mileage will be paid for out of district travel

If any of these above situations apply, you must fill out a 501 BEFORE travel occurs.

Only exception to the rule

- Mileage paid to attend a *free* workshop at ESD 101 when *no substitutes* are required.

## Registration Rules

If registering for a conference/workshop/class

- Registration must be filled out and completed by employee attending workshop
- All travel arrangements must be handled by the employee
- If registration form is filled out on paper, not online, attach it to the completed 501 and it will be included with the payment for registration.
- If registration is completed online, print copy and attach to the completed 501
  - If online registration asks for a PO number, call CC at the business office for a manual PO number; do not submit through online Skyward PO Requisition system.
- If online registration is paid for by employee and submitted on a 503, print copy of registration and the confirmation page showing proof of payment. A 501 form is still required.
- If students will also be attending the workshop/competition, the student lodging expenses must be approved through the PO requisition process. Registration for both the teacher and students should be sent to Carie to pay. All other 501 rules still apply. The PO for student lodging will not be approved until a completed 501 is sent to Carie.

CHENEY SCHOOL DISTRICT

520 Fourth Street  
Cheney, Washington 99004

TRAVEL AND REGISTRATION REQUEST

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

You can complete one 501 for multiple people going on the same trip. Just list everyone's name.

Should be filled out and approved before trip is taken.

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 \_\_\_\_\_

Very Important to let us know if we need to pay for registration. Pay attention to A/P cutoff dates

Estimated Expenses:

Total lodging cost for all traveling

Lodging ..... \$ \_\_\_\_\_

Check federal per diem rates to know meal allowance per person.

Meals ..... \_\_\_\_\_

Total Registration costs for all attending

Registration..... \_\_\_\_\_

Transportation (Airline Travel) ..... \_\_\_\_\_

(Rental Car) ..... \_\_\_\_\_

(District Vehicle) ..... \_\_\_\_\_

(Personal Vehicle - Mileage Expense) ..... \_\_\_\_\_

Substitute Costs ..... \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Mark the appropriate box.

Check this box if you are requesting registration for you. (If so, registration form **must** be attached.)

District does not book airfare, hotel or rental car for those traveling, but they are allowed to check out a district credit card to book these travel expenses themselves once a 501 has been completed.

Check here if you are requesting registration yourself. (Attach Form No. 503 for reimbursement.)

District will either reimburse for Mileage (fill out 502) or reimburse for gas purchased for personal car (using district card) Estimate costs.

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.

If code on 501 does not match code chosen for absence in AESOP, we will use code on 501.

If there is not a signed, completed 501 (including budget code), registration won't be paid, district Credit Card can not be checked out, and any reimbursement requests will be denied until we receive the completed form.

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.)

## TRAVEL AND REGISTRATION REQUEST INSTRUCTIONS

1. Attendance at any seminar or conference held outside of the District which necessitates registration fees, **ANY** substitute use or transportation, lodging, or meals expense requires the use of Form No. 501. Only athletic competitions do not require a Form No. 501.
2. Name of Budget Program through which expenses will be paid must be noted.
3. Estimate of all expenses must be provided.
4. Registration payment choice **MUST** be indicated by marking the appropriate box.
5. Complete substitute information.
6. Program Budget Code number must be entered.
7. The dollar amount estimated on Form No. 501 must be approved by the Principal or Supervisor before submitting to the Business Office.
8. Submit Form No. 501 to Business Office two weeks prior to either the 15th of the month or the end of the month, in order to process with normal accounts payable. If not received in time to process by the registration due date, submitter will need to pay for his/her registration and request reimbursement on a Form No. 503.
9. When a District credit card is obtained, a Form No. 755 (Revised 6/02) will be provided at that time. Credit card must be returned to the Business Office immediately following trip/conference. The Form No. 755 must be completed, with itemized charge receipts attached, and submitted to the Business Office within one week.
10. The District credit card must not be used for items other than transportation, lodging, and meals previously approved on the Form No. 501. Items such as seminar books, conference supplies, etc. should be paid for by employee and claimed on a Form No. 503, and are subject to supervisor approval.
11. All personal expenses, including telephone calls, movie rentals, alcohol, etc. must be paid by employee, so District credit card is not used for these items.
12. If for any reason employee does not attend the scheduled conference, notify the Business Office as soon as possible.
13. Form No. 501 is subject to final approval by the Superintendent or designee.