

Conference/Training/Athletics Request Form

Name: _____

Date: _____

Requesting to Attend: _____

Date/s of event: _____

Purpose of Event: _____

Cost Breakdown: Registration: _____

 Lodging: _____

 Meals: _____

 Mileage: _____

 Total Estimated Cost: _____

Once approved by your building principal and superintendent, please coordinate with your office secretary to create the necessary purchase orders and reserve lodging using the building principal's credit card.

Please note the following district travel and expense guidelines:

- **Credit Card & Lodging:** Sign out the building principal's credit card ahead of your travel dates. All room reservations and meal purchases must be made using the building principal's card. Request tax exempt form, if applicable. Also, you must request government rate, if available.
- **Receipts:** Retain all **itemized receipts** for your all purchases. Submit them to your office secretary immediately upon your return.
- **Transportation:** Contact the district office to verify if a school vehicle is available. The district will only reimburse personal vehicle mileage—at the standard **IRS Mileage Rate**—if a school vehicle is unavailable.
- **Spending Limits:** All lodging and meal expenses must comply with the **U.S. General Services Administration (GSA) Allotment Amounts**. Because these rates fluctuate, please verify current limits on the [GSA Per Diem Rates website](#) before booking.

In addition to this form, please remember to submit an Absence From Duty Form.

☐ Approved Signature of Principal: _____

☐ Denied Comments: _____

☐ Approved Signature of Superintendent: _____

☐ Denied Comments: _____