

**Snowflake Unified School District #5  
STAFF TRAVEL REQUEST FORM**

<b>CHECK ONE:</b>	<input type="checkbox"/> In-State Travel	<input type="checkbox"/> Out-of-State Travel
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Staff Name \_\_\_\_\_ Position/Grade \_\_\_\_\_ School/Dept \_\_\_\_\_  
 Conference Name \_\_\_\_\_ Conf Date \_\_\_\_\_  
 Conference Location \_\_\_\_\_ State \_\_\_\_\_

<b>Departure Date</b>		<b>Departure Time</b>	
<b>Return Date</b>		<b>Return Time</b>	

Is this conference or one similar available through a webinar?  Yes  No

How would this conference benefit you or the school district? \_\_\_\_\_

<b>TRANSPORTATION</b>			
<b>CHECK ONE:</b>	<input type="checkbox"/> District Vehicle	<input type="checkbox"/> Personal Vehicle	<input type="checkbox"/> Other
	<input type="checkbox"/> *Air Fare	<input type="checkbox"/> *Rental Car	
Approval for Air Fare or Car Rental _____			<input type="checkbox"/> Yes <input type="checkbox"/> No
Superintendent Signature			
* Attach justification in writing to travel form			

	Amount	Budget Code	Office Use Only
<b>Registration Fee:</b>			
<b>Lodging:</b>			
<b>Meal Reimbursement:</b>			
<b>Transportation:</b>			
<b>Other Misc. Charges:</b>			
<b>Total Cost:</b>			

Substitute Needed  Yes  No

***Conference Brochure Must Be Attached***

\_\_\_\_\_  
Traveler Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Principal/Supervisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
District Administrator Signature

\_\_\_\_\_  
Date

District Office Use
Funds Available:
Board Approval if of-of-state:

PLEASE SEE REVERSE SIDE FOR INSTRUCTIONS  
**INSTRUCTIONS**

**Please allow a minimum of 20 days prior to registration due date for all In-State Travel.**

The district funds for travel have been assigned to each school/department as part of their site-based budget. Each school/department will be able to have full control over the monies assigned to their area to ensure the use meets school/department goals to advance the educational program.

**In-State Travel**

1. Fill out Staff Travel Request Form.
2. Attach conference, workshop brochure/information.
3. Traveler signature and administrator signature is required on all staff travel request forms.
4. District administrator signature is required if using grant funds for a travel.

**Upon Return**

Fill out Travel Expense Claim Form (TEC). Attach all receipts: hotel receipt/invoice, itemized meal receipts, rental car receipt, parking receipt, etc.

**Please allow a minimum of 30 days prior to registration due date for all Out-of-State Travel.**

**Out-of State Travel** *Governing Board approval is required for all out-of-state travel.*

1. Fill out Staff Travel Request Form.
2. Attach conference, workshop brochure/information.
3. Traveler signature and administrator signature is required on all staff travel request forms.
4. District administrator signature is required if using grant funds for a travel.
5. **Send staff travel request form, conference information, and a brief explanation justifying the purpose of the out-of-state travel to the superintendent's office at least one week prior to the monthly governing board meeting. Board meetings are held the second Thursday of each month. Out-of-state travel will be denied without board approval.**

**Upon Return**

Fill out Travel Expense Claim Form (TEC). Attach all receipts: hotel receipt/invoice, itemized meal receipts, rental car receipt, parking receipt, etc.