

SOUTH LAKE SCHOOLS

PROCEDURES FOR REQUESTING CONFERENCE TRAVEL FORM

Authorization for Travel/Expenses:

Formal approval must be received before any employee is absent from regular assigned duties to participate in conferences, meetings, or other activities outside the school district.

Approval of applications will be based on:

- Alignment of the conference to district and/or building goals.
- Board policy and parameters for budgeted district and/or building school improvement or grant funds. **Lodging and miscellaneous trip expenses in excess of \$500.00 require prior approval of the Board.**
- Relevance of the conference to each person's responsibilities to South Lake Schools.

Authorization for Travel:

- Principal/supervising administrator determines the availability of substitute staff if needed.
- One form is to be filled in by each person requesting to be away from the district on approved travel and is to be submitted to the principal or supervising administrator. All requests for grant funds must be forwarded to the administrator supervising the grant for approval. Requests for district funds must be forwarded to the Curriculum Director. Forms for the same activity should be grouped together so that Bookkeeping personnel can efficiently process payment.

Approval by administrators requires:

Complete information called for in the upper part of this form – including estimate of total cost. For all administrators, Superintendent approval is required.

Request for Payment of Registration Fees:

If they are to be paid in advance, you must fill in this form and include a green Travel Advance form. These forms must be completely filled out and given to the bookkeeping department. Please remember to include an addressed envelope with your forms.

Conference Cost Payment Options:

One box must be checked for the payment option.

ASN numbers for registration fees and substitute staff must be indicated.

Approved, completed copies of the Authorization for Travel Form must be forwarded as shown on front sheet.

Unavailability of substitute staff may necessitate the cancellation of approval.

Requesters will receive a copy of approved Authorization for Travel. A blue Travel Reimbursement Voucher must be completed within five days of return from travel.