

Cameron Parish School Board

Request for In/Out of Parish Travel

EMPLOYEE REQUEST

(Please fill in all information and submit to your principal.)

Employee: _____ School/Location: _____

Employee ID Number: _____ Was a substitute hired? Yes No

Purpose for Travel: _____

Destination: (City) _____ Hotel: _____

Departing _____ on _____ at _____ AM _____ PM
(City) (Date) (Time)

Returning _____ on _____ at _____ AM _____ PM
(City) (Date) (Time)

I certify that the travel requested will be for official business of the Cameron Parish School System.

Employee Signature: _____ Date: _____

PRINCIPAL APPROVAL

(Principal must sign ALL travel requests. School funded requests do not need to be submitted to the central office.)

Signature: _____ Date: _____

DISTRICT SUPERVISOR APPROVAL

(District supervisor must sign if the request is being paid with district funds.)

Signature: _____ Date: _____

FUNDING SOURCE

(To be completed by the Principal (school funding) or District Supervisor (district funding) approving travel request.)

Substitute Funding Source: General Funds School Funds: _____ Project Funds: _____
(Specify Fund) (Specify Project Number)

Travel Funding Source: General Funds School Funds: _____ Project Funds: _____
(Specify Fund) (Specify Project Number)

REIMBURSEMENT REQUEST

Transportation..... _____ Miles x .58 = \$ _____

Lodging/Parking..... \$ _____

Registration..... \$ _____

(#Breakfast _____ x \$13= _____ + #Lunch _____ x \$14= _____ + #Dinner _____ x \$23 = _____ + #Incidental _____ x \$5 = _____)

Meal Total..... \$ _____

Total Travel Reimbursement..... \$ _____

Keep one copy for your records, attach one copy to your timesheet, and submit one copy to school bookkeeper (school funding) or Central Office Accounts Payable (District Funding) for reimbursement.

All Reimbursement requests must be turned in within 30 days of travel. June travel must be turned in before June 30.