

PROFESSIONAL DEVELOPMENT:

Principals: Before you sign a request, be sure you know how you will pay the cost.

Proper procedure for employee travel request:

1. Travel form must be approved by principal **FIRST**; then, the principal will send it to superintendent for approval. An agenda, registration form or email requesting employee attend must be attached. The general ledger account number must be on the form. Employee should have **original approved form** (coded in green ink and signed by superintendent) in their possession BEFORE making any plans or reservation. This means employees need to submit form for approval as soon as possible but at least two weeks before date of trip. Please keep the original form in a safe place since this form is REQUIRED for payment of reimbursable costs.
 2. After employee has received the approved original form, registration, reservations, and other plans can be completed by the employee. (If trip is not approved, the employee is responsible for payment of any unauthorized expenses.)
 3. Car pooling and double occupancy of lodging (when possible) is required.
 4. After the trip, the employee must complete the bottom half of the original approved form. **Meals allowance: \$10 Breakfast, \$15 lunch and \$25 Dinner.** Paid **detail** receipts are required as documentation for reimbursement. (**NO RECEIPT; NO REIMBURSEMENT**) Attach receipts to approved original form and send it to the central office for review and payment.
The left column is for travel placed on a Sheffield City School Credit Card. The column to the right is for expenses that are to be reimbursed to the employee.
- ✓ No reimbursement for:
- Local meals.
 - **Meals provided at conference**
 - **Snacks**
 - Mileage charges for local travel
 - Alcoholic drinks
 - Room service charges
 - Valet parking
 - Excessive tips (should be conservative, no more than 15 to 20% of EMPLOYEE'S meal **and is within the meal allowance.**)

To use attached form, fill in the shaded text boxes at the top of the form; then, give to school principal or supervisor for approval. **DO NOT make any travel plans, registrations, or reservations until the approved form (with both signatures) is returned to you.**

PROFESSIONAL TRAVEL APPROVAL REQUEST & STATEMENT OF EXPENSES
SHEFFIELD CITY SCHOOLS

REQUEST FOR TRAVEL APPROVAL

I hereby request approval for _____ to travel to _____
(Employee's Name)

_____ for the purpose of _____
(Destination) (name of meeting or conference)

During the period from _____ to _____. The employee will be absent
(Date) (Date)

_____ school day(s) for which a substitute (check one) will _____ will
not _____ be required. The estimated number of miles is _____. Other
(Round trip)

estimated travel expense \$ _____ plus registration \$ _____

General ledger account number _____

Signed: _____ Date _____
(Principal)

Approval Granted: _____ Date _____
(Superintendent)

STATEMENT OF EXPENSES

Employee is to complete this section itemizing all expenses after the trip and submit it to the Central Office for reimbursement. Please attach all receipts for travel expenses to this form.

	Sheffield City Schools Credit Card Expenses	Employee Reimbursable Expenses
Automobile: Total Miles _____ @ .58 cents per mile		\$ _____
Plane Fare: _____	_____	_____
Taxi Fare: _____	_____	_____
Hotel or Motel: _____	_____	_____
Meals: _____	_____	_____
Other Expenses (itemize): _____	_____	_____
_____	_____	_____
TOTAL REIMBURSEMENT		\$ _____

Signed: _____ Date: _____
(Superintendent)