

Central Unified School District

Travel Request

Request No. **TR-**

This is not a Purchase Order Number.

NOTE:

Complete this form only if travel costs involve more than registration costs or travel exceeds 40 miles one way

1. Attach the following to this form along with requisitions when completed:
 - A. Conference/Workshop Flyer or Agenda that describes the event.
 - B. Completed Registration form for each Attendee.
 - C. Guest Confirmation from Hotel/Motel, if there is a Requisition for lodging.
 - D. Distance Chart measuring miles from work or home to either hotel/motel, or conference/workshop; as appropriate.
2. Complete Purchase Requisitions for each of the Travel Costs, as appropriate and record requisition numbers below.

Request Date			
Names and Sites of Travelers			
Name of Conference or Workshop			
Destination City and State			
Departure Date and Time			Conference Start Date and Time
Return Date and Time			Conference End Date and Time
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)			
Substitute Required?			Overnight Required?
Funding Source	Program Name		
Purpose of Conference/Workshop			
If applicable, is workshop/conference NCLB compliant for Title I or Title V?		If applicable, is this a required training that will be beneficial to the district and/or in line with program mandates for categorical funding (AR (3460)?	

Travel Cost	Amount	Purchase Requisition Numbers
Registration		Registration Fee R-
Lodging		Lodging R-
Transportation - Non-Personal Vehicle		Mileage/Meals R-
Meals		R-
Transportation - Personal Vehicle		R-
Other Cost		R-
Total Travel Costs	\$ -	R-

Meals	Condition	
Breakfast	-If travel begins on or before 7:00 am	
Lunch	-If travel begins on or before 11:00 am	
Dinner	-If travel begins on or before 7:00 pm	

****Meal Rates Determined By CSEA and CUTA Agreements**

Site Approval

Superintendent Signature or Cabinet Member

****Board Approval is required for all out of state travel*****

updated 12/14/16



SAVE THE DATE!

January 17-19, 2018

We invite you to be a part of the second annual Impact Forum with the Center for Early Reading at Amplify. Join us at 1 Hotel Brooklyn Bridge, located along Brooklyn's historic waterfront with impressive views of the Manhattan skyline.

This year, we will once again work with district leaders and educators to tackle pressing challenges with the goal of helping all young learners succeed in school and life.

Alongside thought leaders and academics such as Freddie Hiebert and David Liben, including a special keynote by former Secretary of Education John King, we will continue to define practical, actionable solutions.

For more information about this special event, please contact kverschon@amplify.com.



Center for
Early Reading
Amplify.

IMPACT FORUM

January 17-19, 2018 Brooklyn, NY