

Central Unified School District Travel Request

NOTE:

Request No. **TR-058**

This is not a Purchase Order Number.

Complete this form only if travel costs involve more than registration costs or travel exceeds 40miles 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	1/12/18		
Names and Sites of Travelers	Bob Morse		
Name of Conference or Workshop	One Voice Program		
Destination City and State	Washington, DC		
Departure Date and Time	5/1/18 5A	Conference Start Date and Time	5/2/18 8A
Return Date and Time	5/4/18 1P	Conference End Date and Time	5/3/18 5P
List meals provided by Conference (date & meal - i.e. 7/26 B, 7/27 LD)	N/A		
Substitute Required?	N/A	Overnight Required?	YES
Funding Source	UNRESTRICTED	Program Name	
Purpose of Conference/Workshop	Professional Development		
If applicable, is workshop/conference NCLB compliant for Title I or Title V?	NO	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)?	NO
Travel Cost	Amount		
Registration			
Lodging	\$978.09		
Transportation - Non-Personal Vehicle	\$420.00		
Meals	\$350		
Transportation - Personal Vehicle			
Other Cost			
Total Travel Costs	\$ 1,748.09 -		
Purchase Requisition Numbers			
Registration Fee	R-		
Lodging	R- Pending		
Mileage/Meals	R- Pending		
	R-		
	R-		
	R-		
	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