

# Pre-Approval for Professional Travel Leave and Reimbursement

Name: \_\_\_\_\_ School: \_\_\_\_\_

Employees must complete this form to obtain pre-approval of all professional out of district travel leave and reimbursement. Each blank must be completed before pre-approval of travel expenses will be given. If a cost is zero, enter 0. No reimbursed costs will exceed the cost estimate given on this form. After travel is completed, the employee must submit Exhibit 5:60-E1 Form – Employee Travel Expense Voucher and all receipts in order to obtain reimbursement.

Date(s) of Leave or Absence: \_\_\_\_\_ Full Day(s): \_\_\_\_\_ Half Day(s): \_\_\_\_\_

Purpose of Travel: \_\_\_\_\_

Destination: \_\_\_\_\_ Name of Conference: \_\_\_\_\_

Description of Conference: \_\_\_\_\_

Substitute Necessary: \_\_\_\_\_ Yes \_\_\_\_\_ No / \_\_\_\_\_ Full Day \_\_\_\_\_ Half Day

Substitute's Name: \_\_\_\_\_

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## **Amount of Reimbursement Requested:**

## **Estimated**

Travel (Personal Vehicle) \_\_\_\_\_ Miles @ current IRS rate \$ \_\_\_\_\_

Tolls, parking fees, taxi fees, auto rental fees \$ \_\_\_\_\_

Travel other (Specify: bus, train, plane) \$ \_\_\_\_\_

Lodging (# of days \_\_\_\_\_ x current board policy) \$ \_\_\_\_\_

Meals (not to exceed \$50/day) \$ \_\_\_\_\_

Registration Fees \$ \_\_\_\_\_

Check if District Office must mail in registration fee: \_\_\_\_\_ Yes \_\_\_\_\_ No

Miscellaneous (Explain specifically) \$ \_\_\_\_\_

\_\_\_\_\_  
Total Reimbursement Requested \$ \_\_\_\_\_

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## **Administrative Action**

\_\_\_\_\_ Approved with compensation for Professional Reason/District Business

\_\_\_\_\_ Approved without compensation \_\_\_\_\_ **Not Approved**

Reason for Denial: \_\_\_\_\_

Covered by Grant Funds: \_\_\_ Yes \_\_\_ No Grant / Account # \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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## **District Office Action**

\_\_\_\_\_ Approved \_\_\_\_\_ **Not Approved**

Reason for Denial: \_\_\_\_\_

Business Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_