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Completed by Accounts Payable

# Port Washington-Saukville School District

## Pre-Authorization for Out of District Travel

<b>SECTION I</b>		Please follow directions of back of this form			<i>This form needs to be completed ten (10) days prior to departure</i>				
<b>NAME</b>				<b>DATE SUBMITTED</b>					
<b>Building</b>				<b>DATE OF ACTIVITY</b>					
<b>Title of Activity</b>									
<b>Location of Activity</b>									
<b>Please describe how this activity relates to your assignment:</b>									
Will a substitute be needed? If yes, please request one in Aesop	Y	N	Is this a Special Education activity?	Y	N	Is this a professional growth activity?	Y	N	
<b>SECTION II</b>		Please follow directions of back of this form							
<b>CONFERENCE REQUEST</b>		<i>Check one:</i>	<input type="checkbox"/>	<i>I have registered already</i>	<input type="checkbox"/>	<i>Please submit my registration</i>			
<b>ESTIMATED COSTS</b>		<b>Building Authorization (Initial &amp; Date)</b>	<b>District Authorization (Initial &amp; Date)</b>	<b>ACCOUNT NUMBER</b> X-XX-XXX-XXX-XXXXXX-XXX Yr-Fund-Loc-Obj-Function-Project					
Mileage (\$ .50/mile x 85 mi) Obj (342)									
Meals Obj (342)									
Registration Obj (310)									
Lodging Obj (342)									
Airline Obj (342)									
Parking / Ground Transport Obj (342)									
Other (Explain)									
<b>TOTAL</b>	\$	<b>Note: District guidelines for expenses are detailed in Board Policy/Administrative Guideline 3440. These guidelines provide limits on expenditures and should be reviewed prior to approval of request and submission of expense record. Complete the proper Expense Form and obtain your immediate supervisor's signature to receive reimbursement.</b>							
<b>Final Approval</b>									
<b>Building Admin/Supervisor</b>						<b>Date</b>			
<b>Director of Special Services</b>				<b>Date</b>		<b>Director of Instruction</b>			
<b>Routing</b>		C&I or Sped Secretary		Accounts Payable		Payroll Secretary			