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Completed by Accounts Payable

Port Washington-Saukville School District

Pre-Authorization for Out of District Travel

SECTION I		Please follow directions of back of this form		This form needs to be completed ten (10) days prior to departure	
NAME		DATE SUBMITTED			
Building		DATE OF ACTIVITY			
Title of Activity					
Location of Activity					
Please describe how this activity relates to your assignment:					
Will a substitute be needed?		Will there be travel expenses?		Is this a professional growth activity?	
				Will there be registration costs?	
SECTION II		Please follow directions of back of this form			
CONFERENCE REQUEST		Check one:	<input type="checkbox"/> I have registered already	<input type="checkbox"/> Please submit my registration	
ESTIMATED COSTS		Building Authorization (Initial & Date)	District Authorization (Initial & Date)	ACCOUNT NUMBER	
Mileage (\$.655/mile) Obj (342)	\$				
Meals Obj (342)	\$				
Registration Obj (310)	\$				
Lodging Obj (342)	\$				
Airline Obj (342)	\$				
Parking / Ground Transport Obj (342)	\$				
Other (Explain)	\$				
TOTAL	\$	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.			
Final Approval					
Building Admin/Supervisor				Date	
Director of Special Services				Date	
Routing		C&I Secretary		Accounts Payable	Payroll Secretary