

Preapproval for Professional Leave and/or Travel

See POLICY (%& prior to submitting request.

Submit all copies to the appropriate supervisor **FIVE** working days prior to in district leave and **TEN** working days prior to travel out of district or out of state.

Application Date _____ Name _____ Employee ID _____ Position _____
 Building _____ Attending (*conference, meeting, etc.*) _____
 Location and address of conference: _____
 Specific dates of leave/travel _____ to _____ Number of days away from work _____
 Reason for attendance _____ Requested by _____

COMPLETE ONLY WHEN OUTSIDE AGENCY IS TO BE BILLED FOR A SUBSTITUTE

INVOICE TO: Name/Agency _____
 Address _____
 City/State/Zip _____

ESTIMATED COST OF TRAVEL

KEY BUDGET CODE ▶ _____	IN AND OUT OF STATE
Will this travel be paid with Federal funds? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Airfare	366 / 368
Must complete Form 412-A prior to travel arrangements and submit to Business Office.	\$ _____
Transportation	366 / 368
<input type="checkbox"/> Personal Car <input type="checkbox"/> Rental Car <input type="checkbox"/> Taxi <input type="checkbox"/> Shuttle	
Mileage: _____ miles @ _____¢ (<i>current rate</i>)	\$ _____
Conference Fee or Tuition	366 / 368
Attach copy of conference brochure or information.	\$ _____
Lodging and Meals	366 / 368
Lodging: _____ nights @ \$ _____ /night (<i>include tax</i>)	\$ _____
Meals: _____ per day @ \$ _____ /day	\$ _____
Meal Per diem Max \$47/day: Breakfast - \$10 Lunch - \$14 Dinner - \$23	
Other Expenses (i.e. parking, baggage fees, etc.)	
Specify: _____	\$ _____
Sub Expenses (Certified / Non-Certified)	145 / 146
Substitute Required? <input type="checkbox"/> Yes <input type="checkbox"/> No	
1st Choice _____ 2nd Choice _____	\$ _____
Dept/Program responsible for sub cost: _____	
SFE JOB NO. _____	TOTAL \$ _____

A P P R O V A L

Principal / Supervisor

Date

Program Manager / Director (if needed)

Date

ACTUAL REIMBURSEMENT REQUEST MUST BE MADE WITHIN 60 DAYS OF FIRST DAY OF TRAVEL ON FORM (%&-R. DISTRIBUTE AS FOLLOWS ONCE APPROVAL SIGNATURES ARE OBTAINED.