

**SUMMERVILLE UNION HIGH SCHOOL DISTRICT**

**CONFERENCE-TRAVEL APPROVAL FORM**

The employee shall receive approval from the Principal or Superintendent. Obtain this approval by completing conference information AND providing estimated costs to attend conference. Travel and conference expenses shall be in accordance with California Administrative Code, Title V, Series 17430 through and including 17436. Reimbursement of costs will be in accordance with IRS regulations.

**SECTION A: Conference Information**

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Name of Conference (attach information): \_\_\_\_\_

Conference Location: \_\_\_\_\_ Conference Registration Website: \_\_\_\_\_

Self Registration (provide receipt)  District Office Registration (provide all program & session information)

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_  AM  PM

Substitute needed?  YES  NO Dates substitute needed (contact Sub Caller): \_\_\_\_\_

Means of Travel:  Private Car  District Vehicle (see principal)  Airplane

**SECTION B: Estimated Costs for Conference**

Registration Fees (PLEASE ATTACH CONFERENCE INFORMATION): \$

Meals of Travel: Air Fare: \$

Private Car miles @ .58 cents per mile (attach map verification) Lodging: \$

Meals/Lodging:  Self Book (provide receipt)  District Office Booking (provide hotel preference) \$

Breakfast @ \$8.00 per Diem \$

Lunch @ \$12.00 per Diem \$

Dinner @ \$20.00 per Diem \$

Parking Tolls Taxi Other (DETAILED receipt required) \$

\$ \$ \$ \$ ESTIMATED COSTS \$

Attendance to the above conference is  approved  disapproved. If approved, transportation is authorized as indicated above. **Submit a "Request for Warrant" for reimbursable expenses two weeks prior to travel dates for payment prior to departure. All receipts due immediately upon return to work.**

\_\_\_\_\_  
Signature of Principal or Superintendent Date \_\_\_\_\_

\_\_\_\_\_  
Funding Source: \_\_\_\_\_

CBO APPROVAL