

KILGORE INDEPENDENT SCHOOL DISTRICT REQUEST TO ATTEND EDUCATIONAL MEETING

KISD Employee number _____

Name _____ Campus _____ Date _____

Are other district employees attending the same meeting or conference? Yes No

If yes, list the names _____

MEETING INFORMATION

Name of meeting/conference _____

Dates (inclusive) _____ Location _____

Purpose of the meeting/conference _____

METHOD OF TRANSPORTATION

School Vehicle Is a school vehicle available? Yes No

Personal Car Other Please Describe _____

ESTIMATED COST - Total Cost of Trip

\$ _____ Room (Teacher) \$ _____ Meals (Teacher) \$ _____ Fees (Teacher) P.O. Request for Payment

\$ _____ Room (Student) \$ _____ Meals (Student) \$ _____ Fees (Student) P.O. Request for Payment

\$ _____ Mileage \$ _____ Other (Describe) _____ **TOTAL \$** _____

CASH ADVANCEMENT FOR MEALS WHEN TRAVELING WITH STUDENTS

PLEASE ATTACH A REQUEST FOR PAYMENT FORM

Does your absence require a substitute? Yes No Dates a substitute is required _____

I have read and agree to the Travel Guidelines on back of this Page

Signature of Requestor

Date of Approval _____

Signature of Principal/Supervisor/Athletic Director

Date of Approval _____

Signature of Assistant Superintendent of Finance

Date of Approval _____

Signature of Curriculum Director(s) Instructional Only

Budget Code (required) _____

Budget Code (required) _____

Budget Code (required) _____

Send One Pink Copy to Christine Hancock (A copy will be returned to sender)

TRAVEL GUIDELINES FOR EMPLOYEES

To request out of district travel, the following forms must be completed.

Form E 4 7/06 REQUEST TO ATTEND EDUCATIONAL MEETING

To be completed two weeks prior to travel on all absent from duty travel

TRAVEL EXPENSE ACCOUNT/Go to District Website/Business Forms

Must be completed on all travel within one week after travel has been completed.

Receipts are to be attached.

The district pays employee expenses only when the approved travel is out of town and requires an overnight stay. Exceptions will be by special permission and must have prior approval.

OBJECTIVE: Travel will serve to directly improve the instructional programs for students or indirectly improve the instructional program through enhanced administrative practices.

ADMINISTRATORS AND /OR SUPERVISORS ARE RESPONSIBLE FOR ENSURING

- Travel fulfills the stated objective
- Travel is based on a documented program need
- Conference or educational meeting to be attended is quality
- Reasonableness in the number attending and frequency of attendance is assured
(i.e. two from a department attend every other year.)
- Information gained is shared with the department and/or faculty as appropriate

TRAVEL CARD (New)

A district credit card will be issued to employees who have approved travel for use during the educational meeting. Depending on the mode of travel the card will be good for hotel expense and vehicle operating expense if applicable. No other expenses will be an authorized chargeable expense on the issued card. No Advances will be given except for student meals if traveling with students. Reimbursement of out of pocket expenses will occur promptly after the employee returns from the trip and presents in a timely and accurate manner their Travel Expense Account (Form E 6 8/02)

SUPPORT FROM THE DISTRICT

- Generally only in state travel will be approved.
- The district will hire substitutes as needed for approved travel.
- The district will provide transportation. If a school vehicle is not available, the district will pay mileage for one car per four people. Plane fare must be justifiable as being within the range of the total expense to be reimbursable. Additional cost would be borne by the employee.
- The district expects two employees of the same sex attending a meeting to share a room. An employee who chooses to not share a room will be responsible for their own room expense.
- The cost of meals will be covered as per the schedule. Banquet tickets will be reimbursed in full.

TRAVELING WITH STUDENTS

- Student travel must be approved and budgeted for and must meet a stated educational objective.
- Professional employees traveling with students will follow the above guidelines.
- Cash advance for meals is allowable for student.