

# EMPLOYEE OVERNIGHT AND OUT OF STATE TRAVEL REQUEST and AUTHORIZATION

Required for all employees traveling without students. Required for all administrative travel.

## NAME(S) OF EMPLOYEE(S) TRAVELING:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Request authorization to travel to (name of event/conference/training): \_\_\_\_\_

Date of departure: \_\_\_\_\_

Date of return: \_\_\_\_\_

Location (city, state): \_\_\_\_\_

Date submitted for approval: \_\_\_\_\_

Mode of travel:  Air  Private Auto  District Vehicle  Bus – Traveling w/Students

Total estimated cost of travel for all employees listed, by funding source:

		District Funds		School Funds	
Funding Source(s)					
A.	Registration		\$		\$
B.	Meals*		\$		\$
C.	Lodging	___ # rms ___ # days @ \$ _____	\$	___ # rms ___ # days @ \$ _____	\$
D.	Substitute	___ # days @ \$ _____	\$	___ # days @ \$ _____	\$
E.	Airfare		\$		\$
F.	Mileage**	___ # miles @ \$ _____	\$	___ # miles @ \$ _____	\$
G.	Other (Specify)		\$		\$
<b>Total Estimated Cost</b>			\$		\$

Other Funding Source(s) \_\_\_\_\_

Authorization:

\_\_\_\_\_  
Principal Director Superintendent

## General guidelines:

**Meal Allowance\*:** Where meals are not provided as part of the event, or by the school/district, meals will be reimbursed at the present USGSA (US General Services Administration) per diem rates for meals and incidentals in accordance with Nebo District Policy DLC – Personnel Travel.

**Mileage Reimbursement\*\*:** When traveling by private auto, mileage will be reimbursed at the present IRS allowable rate for use of a private auto in accordance with Nebo District Policy DLC- Personnel Travel.

**Personal Expense Reimbursement:** Upon return, actual authorized travel expenses which have been incurred by the employee will be reimbursed upon submittal of a voucher for reimbursement, with accompanying receipts.

Wherever possible, registrations, air fare, advance hotel deposits, and lodging payments should be made through school/district payment methods so that personal expense reimbursement is not required.

**Receipts:** Receipts are required for all school/district expenses and reimbursements.