



Elizabethtown-Lewis Central School District

FOR OFFICE USE
- _____
Cross Contract <input type="checkbox"/>

REQUEST FOR APPROVAL OF CONFERENCE AND/OR TRAVEL

INSTRUCTIONS:

Submit completed form to your Administrator/Supervisor at least (30) THIRTY DAYS prior to date of travel if possible. IF A TRAVEL ADVANCE IS REQUESTED, PLEASE COMPLETE REVERSE SIDE OF THIS FORM. COMPLETION OF THE ATTENDANCE AND/OR TRAVEL FORM REQUIRES VERBAL APPROVAL FROM THE SUPERINTENDENT.

____ Staff Conference or Meeting
____ Local Student Field Trip: ____ Number of Staff (Staff members cannot incur any expenses)
____ Overnight and/or Out-of-State Student Field Trip
____ Substitute Needed (Specify Dates): _____

Name: _____ Destination: _____
Last First

Purpose of Trip/Conference/Meeting: _____

Departure Date: _____ Time: _____ Return Date: _____ Time: _____

Name of Class: _____ Number of Students: _____

ITEMIZE ANTICIPATED EXPENDITURES BELOW

Lodging: Hotel Name _____ PO# _____ \$ _____
Meals (Itemized receipts will be required)..... \$ _____
Breakfast - \$10.00, Lunch - \$15.00, Dinner - \$20.00
Registration (Verification of registration fee is required): P.O. # _____ \$ _____
[] Registered with vendor/conference provider [] Not registered
Reimbursable mileage (specify approx. mileage) _____ MILES @ \$.535 /mile \$ _____
Transportation (specify proposed contractor)..... \$ _____
Other - Specify (Receipts Required for Reimbursement) \$ _____
TOTAL ESTIMATED EXPENSES..... \$ _____
LESS AMOUNT TO BE CONTRIBUTED BY CLUB/ACTIVITY..... \$ _____
ESTIMATED COST TO DISTRICT..... \$ _____

FOR OFFICE USE

Signature: _____ Date: _____

BE SURE ALL REQUIRED DOCUMENTS ARE ATTACHED

RECOMMENDED BY:

Signature: _____
Administrator/Supervisor

Date: _____

Code: _____

Review for Professional Development Hours for TEACH

Yes No

RECOMMENDED:

APPROVAL DISAPPROVAL

Signature: _____
Superintendent of Schools

Date: _____

REQUEST FOR TRAVEL EXPENSE ADVANCE

INSTRUCTIONS:

Complete this form to request a travel expense advance. In accordance with Section 77-B of the General Municipal Law, a Travel Expense Advance may be made for authorized travel. An Expense Voucher must be completed and supported by appropriate documents such as the hotel bill, convention registration receipt, itemized meal receipts, etc. The payment will be reduced by the amount of the advance or, in the event the advance is more than the amount due, the excess must be returned to the Treasurer of the District by personal check.

Name: _____
Last *First* *Middle*

Address: _____

Amount of Advance Requested: \$ _____

Signature: _____

Travel Expense Advance: \$ _____

AUTHORIZED

DISAPPROVED

Signature: _____ Date: _____
Superintendent of Schools

AMOUNT OF TRAVEL ADVANCE MUST BE LESS THAN THE ESTIMATED EXPENSES AND ADVANCE CHECKS WILL NOT BE ISSUED FOR LESS THAN \$25.00.

FOR OFFICE USE

TO THE DISTRICT TREASURER:

I certify that this voucher has been audited and allowed in the amount of \$ _____ . You are hereby authorized and directed to pay the claimant the amount allowed and charge to the proper fund.

Vendor #: _____
Auditor

Code: _____
Date