

University High School

Travel and Conference Request Form

Employee Name: _____ Conference Date(s): _____
Conference Name: _____ Conference Website: _____
Conference Location: _____ Previous/Current Membership #: _____
(city & state)

Estimation of Costs

Conference Registration: _____ \$ _____

Transportation: ☐ _____ ☐ _____ ☐ _____ ☐ _____ \$ _____

Air *Personal Vehicle Rental Vehicle Other

(.72.5 cents/mi)

*Attached mileage map

Lodging: ☐ _____ ☐ _____ \$ _____

Hotel Other

Hotel Name: _____

Hotel Address: _____

Arrival Date: _____ Departure Date: _____

Meals:

	Cost per day	x	Number of Days	
Breakfast	\$15.00			= \$ _____
Lunch	\$18.00			= \$ _____
Dinner	\$25.00			= \$ _____

Substitute Required? ☐ Yes ☐ No Number of Days Needed: _____

Other Costs (list costs): _____ \$ _____

Total Estimated Conference Cost \$ _____

Prepay Request: ☐ Hotel ☐ Conference Registration ☐ Airfare ☐ Rental Vehicle

1. All arrangements for TRANSPORTATION and LODGING must be made by the employee.
2. A Conference Expense Form must be filled out and returned to the Office Manager within one week after the conference.

Employee Signature: _____ Date: _____

Superintendent Approval: _____ Date: _____