JORDAN SCHOOL DISTRICT

Conference Travel Expense/Allowance Authorization

1. Use the "Administrative Guidelines for Travel Arrangements and Expenses" to help with completion of this form.
2. This form should be completed and submitted for approval at least **45 days** in advance of the conference.
3. This form, and the necessary documentation must be submitted before approval will be given.

Name (first, middle, last - as it appears on driver's license):

School/Department: Today's Date:

Citizenship: Gender: Date of Birth:

Phone number to obtain required information *if spouse/significant other is traveling:*

TSA requires the Passengers' full names (including First, Middle, and Last Name), Date of Birth and Gender, and Citizenship in all reservations.

Here is the link with more information: http://www.tsa.gov/what_we_do/layers/secureflight/index.shtm

Conference
Name/ Location:

Category	Detail				Amount
Registration	Conference Registration Fee				
	Other:				$ -
Travel	Air Fare:				
(Select One)	Service Charge:				$ -
	or			**or**	
	Automobile (Air Fare Equivalent)				$ -
	or			**or**	
	Automobile Travel (Mileage):				
	(Round Trip Mileage)		x Rate Per Mile	$ 0.555	$ - $ -
Lodging	Rate		x Number of Nights		
	Tax and/or User Fee		10% tax rate		
Per Diem	Authorization / Day	$ 40.00	x No. of Days		
	Travel Rate / Day	$ 26.66	x No. of Days		$ -
Other Expenses	Automobile Rental:				
(Pre-authorization required)	Bus or shuttle fare:				
	Other:				$ -
				TOTAL COST	**$ -**

Pre-paid Expenses	Registration - WAIVED		
	Air Fare - paid by Purchasing		
	Special Meals: 3breakfas and 3 lunches		
	(Breakfast $8, Lunch $10, Dinner $15) - provided at conference		
	Lodging - paid by Purchasing		**$ -**

BUDGET CODE:		**BALANCE DUE:**	**$ -**

Approvals

Signature of Requesting Individual Date

Supervisor/Program Director Date

Administrator Approval Date

Superintendent Approval Date