

Jordan School District

National Travel Request Form

Personal Information	
Traveler name as shown on driver's license	
School Location	
Office Phone	
Frequent flyer program name(s) and number(s)	
Guest(s) Traveling with you	
Travel Information	
Conference Title	
Member of the conference organization	Yes No
If yes, list membership #	
Conference Location	
Website for Conference	
Conference Dates	
Departure Date	
Return Date	
Mode of Travel	Flying Driving
Preferred departure time (e.g., morning, mid-day, evening)	
Preferred return time (e.g., morning, mid-day, evening)	
Ground Transportation (Rideshare/Uber/Lyft) Airport to Hotel & Hotel to Airport	<input type="checkbox"/> Yes <input type="checkbox"/> No
Additional Requests or information	
Lodging Information	
Hotel Preference	
Room preference (e.g., king, double, single)	
Travel Acknowledgement	
Typing your name will serve as your electronic signature. <div style="text-align: center; margin-top: 10px;"> <input type="checkbox"/> Required </div>	<p>I understand that if the total travel costs go above what is in my National Travel Budget I will be responsible to pay those costs out of pocket as no school money can be used to supplement this travel.</p> <p>Employees anticipating retiring or leaving the District should not participate in optional overnight travel 6 months prior to the retirement or termination. If they do travel, they may be asked to reimburse the District their travel costs.</p>
Employee Signature	