

**Independent School District 625
TRAVEL AUTHORIZATION REQUEST**

Name (Please print) _____ Employee Number _____

All travel must be approved **prior to traveling**. It is the responsibility of the traveler to ensure that approval is complete before departure. Please allow a minimum of 30 days to process this request prior to traveling. All travel expense **receipts with form** must be submitted to Travel in the Business Office within 60 days after return.

I have read the district's travel policies and procedures and understand my responsibilities. (*Policies and procedures are at www.spps.org/business. Click "Procedure Manual" link on navigation bar, Section 5.*)

I AM AWARE THAT ANY FREQUENT FLYER MILES OR HOTEL AWARD POINTS EARNED CANNOT BE USED FOR PERSONAL TRAVEL.

I have attached a copy of the event brochure or **agenda** and registration form that lists what is included with the event fee. I understand that without the documentation I will not receive an authorization number.



Signature of Traveler

Date

Position _____ Work Phone Number _____

School/Dept Name _____ E-mail Address _____

Additional E-mail Address where authorization number should be sent _____

Event Name _____

Event Location _____

Purpose of Travel: District or SCIP Initiative _____

Dates of Event _____ Number of Travel Days _____

IF you are adding or subtracting travel days from those of the conference please complete section at bottom of page

Total Cost \$ _____ (Please itemize): Registration Fee \$ _____ Transportation \$ _____ Lodging \$ _____

Meals \$ _____ Other travel costs \$ _____ (describe briefly) _____

Does trip meet district's Staff Development/Grant criteria? _____ If Grant, title of Grant _____

Budget Code _____

If the number of days you are traveling **exceeds** the number of days of the event, please explain:

If the number of days you are traveling is **less** than the number of days of the event, please explain:

Failure to note variance at time of request will result in the a resubmission of travel request for necessary electronic signatures