|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| TEACHER: | |  | | NORTH EAST SCHOOL DISTRICT | | | | | BUILDING: | | | |  | |
| DEPARTMENT: | |  | | TRAVEL – STAFF (VIRTUAL & IN-PERSON)CONFERENCES, MEETINGS, WORKSHOPS | | | | | DATE: | | | |  | |
| SUBJECT: | |  | | 580 | | | | |  | | | | | |
| GRADE: | |  | |  | | | | |  | | | | | |
|  | | | | | | | | | |  | | | | |
|  | | | | | | | | | |  | | | | |
| Destination/Location | | | **Purpose of Trip** | | **Trip Date** | **Transportation Costs Automobile Mileage**  **\_\_\_miles @ .58 =\_\_\_** | | **Transportation Costs**  **Other (Specify)** | | **Registration Costs** | | **Other Costs**  **(Specify –Meals, Etc.)** | | **Total**  **Cost** |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
|  | | |  | |  |  |  |  | |  | |  | |  |
| TOTAL THIS PAGE | | | | | | | | | | | | | |  |
| **REQUEST REVIEWED BY DEPT. CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | | | | | | | |
| REQUEST REVIEWED BY PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | | | | | |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | | | | | | | | | | | Two copies distributed following administrative approval/funding: | | | |
|  | | | | | | | | | | | 1. Department Chairperson | | | |
|  | | | | | | | | | | | 2. Teacher | | | |
| ACCOUNT CODE: |  | | | | | | | | | | Principal Retains Original | | | |

# 