

Request to Travel Form

All District travel across all funding sources requires supervisory and funding administrator approval prior to confirming travel arrangements. This form must be completed prior to confirming travel arrangements and a copy will be required with the Expense Report submission.

Travel Requester				Request Date		
Name of Conference (Include organization, conference, title of training, date and time of conference)						
Purpose of Trip and Benefit to the District (Include district/campus goal and implementation plan)						
Destination (city/state)						
Departure Date				Return Date		
Names of All Staff Members Traveling						
How were staff members selected for this trip?						
Substitutes	Number of Staff Requiring Substitute		Number of Days Each		Total Substitutes Required	

Estimated Cost of Trip

Please include copies of registration form, a list of conference or nearby hotels for comparison and the GSA per diem rate chart for the conference city (found at <http://www.gsa.gov/portal/category/104711>)

	Cost	Quantity	Total Cost Estimate	Justification for Cost Variance / Explanation (If more space is needed, please attach a second page.)
Registration Fee				
Airfare				
Rental Car or Mileage				
Taxi / Parking				
Miscellaneous/Other				
Meals (for out-of-state travel, use daily rate from GSA chart)	# Staff	Daily Cost	# of Days	
Hotel	# Rooms	Rate/Day	# Nights	
Total				

I hereby request authorization to travel on behalf of Plano ISD. I have read and understand the Plano ISD Travel Policies and Procedures as well as any more specific or restrictive policies established in my school or department. I understand that all travel expenses must be claimed for reimbursement within ten (10) business days after the end of the trip, unless additional time is needed to accommodate for American Express billing cycles.

Requester Signature	Printed Name	Date

Approvals

Supervisor Approval	Printed Name	Authorization Date
Funding Approval (if different from supervisor and required for this trip)	Printed Name	Authorization Date
Source of Funding (choose one)	Grant	M&O
For out-of-state travel funded by federal or state TEA grant, has form been approved by TEA?	Yes	No
Availability of funds in account has been verified?	Yes	No