

**FORSYTH PUBLIC SCHOOLS
PROFESSIONAL LEAVE TRAVEL REQUEST**

Date: _____

Travel Request Made By: _____

Travel From _____ To _____

Purpose of Travel _____

Departure Date _____ Time _____ Return Date _____ Time _____

TRAVEL REIMBURSEMENT REQUESTED:

COMMITTEE APPROVAL

<input type="checkbox"/> Registration Amount \$ _____ Pay: <input type="checkbox"/> Myself <input type="checkbox"/> P.O. (Requisition required)	Y	N	\$ _____
<input type="checkbox"/> Use School Vehicle (Mileage _____ X \$.44 = \$ _____) (Attach Vehicle Request Form)	Y	N	\$ _____
<input type="checkbox"/> Personal Car (Mileage _____ X \$.54 = \$ _____)	Y	N	\$ _____
<input type="checkbox"/> Ticket (Air, Rail, Bus, Other) \$ _____	Y	N	\$ _____
<input type="checkbox"/> Lodging (_____ nights x _____ = \$ _____) (Receipt required) Allowable motel costs are based on the most recent lowest MTSBA negotiated <u>room rate plus tax</u> for the community traveled to and/or as approved by the Superintendent. The employee must make the reservation. Pay: <input type="checkbox"/> Myself <input type="checkbox"/> P.O. (Requisition required)	Y	N	\$ _____
<input type="checkbox"/> Meals <input type="checkbox"/> Breakfast @\$5 <input type="checkbox"/> Lunch@\$6 <input type="checkbox"/> Dinner@\$12 Total of \$ _____ (Receipts are not required for meals if claiming per diem rate above.)	Y	N	\$ _____

BUILDING PROFESSIONAL LEAVE COMMITTEE'S RECOMMENDATION TO THE BUILDING PRINCIPAL:

Travel Request Approved in the amount of \$ _____ Travel Request Disapproved

 Committee Member Signature _____
 Date

BUILDING PRINCIPAL'S RECOMMENDATION TO THE SUPERINTENDENT:

Travel Request Approved in the amount of \$ _____ Travel Request Disapproved

 Principal's Signature _____
 Date

SUPERINTENDENT'S FINAL APPROVAL: Approved \$ _____ Disapproved

Budget Number _____ Amount \$ _____

 Superintendent's Signature _____
 Date

****If travel is approved, a signed copy of this form MUST be attached to a District Claim Voucher and submitted to the Business Office for travel reimbursement.**