

## **TRAVEL REQUEST FORMS (AKA TRAVEL/TRIPPLICATE FORM)**

### **ADVANCE REQUEST (WHITE)**

- Turn in at least 2 weeks prior to departure (not applicable with athletics travel)
- Include “estimated” departure date
- Include destination
- Include specific purpose (what kind of conference, be specific)
- Include estimated # of students (if applicable)
- Include estimated # of teachers
- SIGN & DATE
- Include Supervisors signature and date
- If hotel reservation is over \$1500, a requisition is required – please contact Fine Arts Secretary

### **ADVANCE REQUEST RETURN (YELLOW)**

- Come in to the Fine Arts Office within 4 days (business days) of your return to complete the “return”. Do not send money in the pony
- Include # of teachers AND their names (if given cash, need signature page)
- Include exact # of students (if given cash, need signature page)
- Attached itemized receipts for meals (when applicable)
- Include ACTUAL DATE/TIME OF DEPARTURE AND RETURN, SIGN & DATE
- Include Supervisors signature and date Meal money is not given on trips NOT requiring an overnight stay UNLESS traveling with students. When traveling with students, meals provided for staff are subject to Fringe Benefit reporting through Payroll.