



Student Achievement and Accountability

PREAPPROVAL

<b>For Parker Center Financial Secretary Use Only</b>	
Funds are available in this category. <input type="checkbox"/> YES <input type="checkbox"/> NO	
Requisition: _____	
BUDGET UNIT	ACCT

**REIMBURSEMENT ONLY Parker Center must receive form 2 weeks prior to travel date.**

**FUNDING SOURCE:**

FEDERAL GRANTS	STATE FUNDING	PRE-K FUNDING	DISTRICT FUNDING	OTHER FUNDING

**TRAVELER INFORMATION: (One form per individual per trip. All information must be completed.)**

NAME: \_\_\_\_\_ EMP ID: \_\_\_\_\_ DATE SUBMITTED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY: \_\_\_\_\_ STATE/ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ E-MAIL: \_\_\_\_\_ LOCATION: \_\_\_\_\_

**CONFERENCE / ACTIVITY:**

EVENT: \_\_\_\_\_

LOCATION: \_\_\_\_\_ DATE(S): \_\_\_\_\_

Does this conference / activity qualify as Professional Development?

**ESTIMATED EXPENSES: (You are responsible for all arrangements after you receive approval.)**

**REGISTRATION:** \_\_\_\_\_ Attach a copy of the registration form. *(Do not register until you receive a copy of the approval.)*

**TRANSPORTATION:** \_\_\_\_\_ \$0.45 per mile

Automobile Miles: \_\_\_\_\_ *(Reference District procedures regarding mileage.)*

Not driving, riding with: \_\_\_\_\_

District SUV

Airfare (Trip insurance is not an allowable expense.)

**LODGING:** \_\_\_\_\_ # nights \_\_\_\_\_ x rate \_\_\_\_\_ (include tax)

Rooming with: \_\_\_\_\_

In State Meals	Days	Out of State Meals	Days
Breakfast		Breakfast	
Lunch		Lunch	
Dinner		Dinner	

**MEALS:** \_\_\_\_\_

**SPECIAL FUNCTION:** \_\_\_\_\_ receipt is required

**MISC EXPENSES:** \_\_\_\_\_ Receipts are required - taxi, parking, etc.  
*(Extra baggage fees not allowed unless due to conference materials.)*

**TOTAL ESTIMATED EXPENSES:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

**SUBSTITUTE INFORMATION:**

Is substitute needed?  If "Yes", how many days? \_\_\_\_\_

If approved, please ensure Principal or designee submits an official request for substitute to Parker Center via E-mail.

\_\_\_\_\_  
PRINCIPAL / DATE

\_\_\_\_\_  
SUPERVISOR / DATE

\_\_\_\_\_  
DIRECTOR OF STUDENT  
ACHIEVEMENT &  
ACCOUNTABILITY / DATE