



# Unified School District of Marshfield

## Request to Travel

Please submit all signed travel requests to Building & Grounds. Requests must be submitted at least **two weeks** in advance of intended travel date. If attending a conference or meeting, attach a copy of the agenda. **The vehicle must return to central immediately after trip.**

<u>Employee Name:</u>  <u>School/ location:</u>  <u>Department:</u>	<u>Title of Conference/ Meeting:</u>  (Must attach agenda, brochure, etc.)  <u>Destination:</u>
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<u>Leaving:</u> Leaving Date Leaving At:  <u>Returning:</u> Returning Date Returning At:	Traveling with Other Staff? If yes, please list:  Traveling with Students/Athletes? If yes, how many?
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Is Conference/ Meeting Budgeted?  <u>Account Code:</u>  <u>Total estimated Cost:</u> <i>(meals, registration fee, lodging, parking, etc.) An expense reimbursement must be entered in Skyward with DETAILED receipts attached for all expenses and must be claimed within 30 days after travel.</i>	Object Codes 341- with students 342- without students 310- conferences  <u>Method of Travel:</u> * If no school vehicle is available, you may use your personal vehicle. There must be a memo attached from Building & Grounds to be reimbursed. Your personal insurance will be liable for any damages.  <u>Purchase Order Numbers</u> if applicable.  Bus: Hotel: Registration:
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<u>Substitute Needed?</u>  <u>Dates Substitute would be needed:</u>  If this request is approved, please follow district procedures to secure a substitute.	<u>Comments/Notes</u>
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*Office Use Only*

<u>Building Administrator Approval:</u> _____	Date Approved: _____
<u>Director (Athletic, Bldg &amp; Grounds, Food Srv, HR, Teaching &amp; Learning, IT, Student Srv):</u> _____	Date Approved: _____
<u>Director of Business Services Approval:</u> _____	Date Approved: _____

<u>If not approved, reason for denial:</u>	Initials of administrator denial	Date Denied:
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Vehicle Assigned: \_\_\_\_\_ emailed approval \_\_\_\_\_