



REQUEST FOR ADVANCE TRAVEL APPROVAL AND REQUIRED P-CARD TRAVEL INFORMATION

Name of Employee: _____

School/Department: _____ Phone #: _____ Fax #: _____

Purpose of Trip: _____

City/State: _____ Dates of Trip: _____

Will a Rockwood P-Card be used? YES NO

Name on P-Card: _____

ESTIMATED COST OF TRIP:	Estimated Cost of Travel	(Office Use Only) Amount Approved for Reimbursement
Registration:	\$ _____	\$ _____
Lodging: <small>(not to exceed the cost of conference approved, comparable or lower rate hotels)</small>	\$ _____	\$ _____
Air Fare:	\$ _____	\$ _____
Airline: _____		
Cost of Auto Rental or Personal Use: <small>(Employees using personal vehicles - purchase their own automobile insurance and the cost is part of mileage reimbursement.)</small>	\$ _____	\$ _____
Personal vehicle mileage: _____ @ _____ cents/mile	\$ _____	
Meals – Staff limited to \$35.00/day maximum: <small>(Staff meals cannot be charged on a P-Card)</small>	\$ _____	\$ _____
Other:	\$ _____	\$ _____
GRAND TOTAL	\$ _____	\$ _____

If more than two employees are attending please give explanation of the event for Cabinet member approval.

Cabinet member approval: YES NO

If traveling with students has Overnight Travel w/Students form been sent to the
Executive Director of Pre-K Elementary Education or Executive Director of Secondary Education Office? YES NO

Funding Source GL KEY _____ OBJECT _____

Approved by: _____ Date: _____
Principal/Supervisor/Budget Supervisor

All travel reimbursement requests must be submitted on a Monthly Expense Report no later than 15 days following return from trip and must be accompanied by original itemized receipts. Purchasing Card travel restrictions can be found on the following link:
<http://inside.rockwood.k12.mo.us/transporation/Pages/Travel/Guidelines.aspx>