Out-of-District Travel Request Form

Name: _____ Date of Request: _____

School/Work Site: _____ Date(s) of Travel: _____

Funding Source: ☐ Community Education ☐ General Fund ☐ Gifted & Talented
☐ Food Service ☐ FRYSC ☐GEAR UP ☐ Locally Operated ☐Preschool ☐ SBDM
☐ Special Education ☐Prof. Development (__School or __District) ☐ Save the Children
☐Title I (__School or __District) ☐ Title II ☐ Title VI ☐Other: _____

Training/Session Title: **Training Location:**

Attendance is: ___ Mandatory ___ Elective

Please itemize expenses:

Travel: $_____ # Miles (Round Trip): _____ (at ___ cents per mile)
Lodging: $_____ # Nights: _____ Rate per night: _____
Meals: $_____ # Days: _____ (at $30.00 per day)
Substitute Teacher: $_____ # Days: _____ (at $85.00 per day)
Registration: $_____
TOTAL Expected Expenses: $_____

Note: Meals are not reimbursed for one day trips.

Please indicate the reason for requesting this professional development session:

____ This session/conference is connected to and will support my school's School Improvement Plan.

____ This session/conference will support my Individual Growth Plan goals and has been recommended by my Principal.

____ Other (please explain) _____

Employee Signature: _____ Date: _____

Superintendent/Principal/Designee
Approval Signature: _____ Date: _____

Program Director/District Finance
Signature: _____ Date: _____

Total Expenses Approved: $_____

____ With pay ___ without pay ____ approved with no expenses ___ not approved

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Please remember to submit a completed Purchase Requisition if a Purchase Order is required for lodging and registration upon receiving approval for attendance. A PO# will be sent to you via email when purchase requisition has been signed by the Program Director. After Conference/Workshop, turn in expenses for registration, lodging, and other related charges on a Travel Expense voucher and attaché receipts, as appropriate.

Round Trip Mileage			
Kentucky		**Tennessee**	
Albany	113	Chattanooga	299
Barbourville	130	Clinton	132
Berea	222	Crossville	181
Bowling Green	303	Gatlinburg	250
Columbia	159	Jellico	99
Corbin	86	Knoxville	180
Danville	147	Lafollette	111
Fort Knox	341	Livingston	214
Frankfort	245	Nashville	422
Garrard Co.	149	Norris	135
Greensburg	206	Oak Ridge	212
Harlan Co.	209	Oneida	41
Harrodsburg	186	Pigeon Forge	227
Hazard	227		
Jabex	115		
Lancaster	155		
Lawrenceburg	210		
Lexington	224		
London	133		
Louisville	325		
Mammoth Cave	300		
Manchester	184		
Mercer Co.	179		
Monticello	62		
Middlesboro	187		
Morehead	384		
Mt. Vernon	120		
Owensboro	482		
Richmond	180		
Rockcastle Co.	120		
Russell Springs	119		
Science Hill	80		
Shakertown	189		
Somerset	70		
Wayne Co.	95		
Williamsburg	58		

RELATED PROCEDURES:

03.125 AP.22

Review/Revised:5/24/2018