Montclair Board of Education

Pre-Travel Request for Approval for Conference & Travel

Instructions: This form must be submitted at least one month prior to travel. This form will be returned if it is not completely filled out.

Print Your Name Clearly	Name of School or Department

☐ Training & Seminars

☐ Convention/Conference

☐ Regular School District Business

Name of Event _____

Event Sponsor _____

Location _____

Date(s) _____

How does your participation contribute to your professional growth plan or district/school goals?

_____

_____

_____

How do you expect to turnkey your learning with other professionals in the district?

_____

Estimated Expenses

	ESTIMATED COST
Registration Fees……	$_____
Travel Expense (Airfare, Taxi Service)*……	$_____
Lodging (Not to exceed Federal OMB Guidelines) **. . Per Night $._____.....Total	$_____
Meals and Incidentals (Not to exceed Federal OMB Guidelines)**……....Total	$_____
Miscellaneous……	$_____
Total Cost.....	**$**_____

*The Board of Education can not reimburse for car rentals, limousine, or chauffer services in accordance with State statute.

**See: http://gsa.gov/portal/category/21287

Indicate what portion is paid by an MFEE Grant: _____

Account # To Be Charged : _____ (Form will be returned without account #)

Note: Reimbursement will be issued only after submission of a requisition approved by the principal and a senior staff member. Original receipts and/or other documentation must be attached to the requisition. All reimbursement requests and the **Evaluation Form** must be submitted within 10 days following the event.

Staff Member's Signature: _____
Signature *Date*

Action by Principal/Supervisor: _____ ☐ Approved ☐ Not Approved
Signature *Date*

Action by C.O. Administrator: _____ ☐ Approved ☐ Not Approved
Signature *Date*

Action by Business Administrator: *(see below)* _____ ☐ Approved ☐ Not Approved
Signature

Board Approval Date: _____

Board of Education approval must be obtained prior to the conference. No conference & travel expenses will be paid by the district if the proper procedures are not followed. Expenses that are non-reimbursable include, but are not limited to, all spouse's expenses, alcoholic beverages, entertainment, extra expenses, television and movies.