

Montclair Board of Education
Pre-Travel Request for Approval for Conference & Travel



Instructions: This form must be submitted at least six weeks prior to the conference registration deadline. This form will be returned if it is not completely filled out.

Print Your Name Clearly _____

Name of School or Department _____

<input type="checkbox"/> Training & Seminars	Name of Event _____
<input type="checkbox"/> Convention/Conference	Event Sponsor _____
<input type="checkbox"/> Regular School District Business	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

	<u>ESTIMATED COST</u>
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 chauffeur services in accordance with State statute.
 **See: <http://gsa.gov/portal/category/21287>

Is a Substitute Required? Yes or No

Indicate what portion is paid by an MFEE Grant: _____

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

Note: Reimbursement will be issued only after submission of a requisition (**Purchase Order**) 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: _____
Signature Date

Action by C.O. Administrator: _____
Signature Date

Action by Business Administrator: *(see below)* _____
Signature

Approved	Not Approved
Approved	Not Approved
Approved	Not Approved

Board Approval Date: _____

Board of Education approval must be obtained prior to conference registration. 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.