



Westport Central School District

FOR OFFICE USE
- _____

REQUEST FOR APPROVAL OF CONFERENCE ATTENDANCE AND/OR TRAVEL

INSTRUCTIONS:

Submit completed form to your Administrator/Supervisor at least (30) THIRTY DAYS prior to date of travel if possible.

- _____ Staff Conference or Meeting
- _____ Local Student Field Trip: _____ Number of Staff (*Staff members cannot incur any expenses*)
- _____ Overnight and/or Out-of-State Student Field Trip
- _____ Substitute Needed (Specify Dates): _____

Name: _____ Destination: _____
Last First

Purpose of Trip/Conference/Meeting: _____
Date(s) From: _____ To: _____ Departure Time: _____
(Date) (Date)

Name of Class: _____ Number of Students: _____

ITEMIZE ANTICIPATED EXPENDITURES BELOW

Lodging: Hotel Name _____ PO# _____	\$ _____
Meals (Itemized receipts will be required).....	\$ _____
Registration (Verification of registration fee is required): P.O. # _____	\$ _____
Reimbursable mileage (specify approx. mileage) _____ MILES @ \$ _____ /mile...	\$ _____
Transportation (specify proposed contractor).....	\$ _____
Other - Specify (Receipts Required for Reimbursement)	\$ _____
TOTAL ESTIMATED EXPENSES.....	\$ _____
LESS AMOUNT TO BE CONTRIBUTED BY CLUB/ACTIVITY.....	\$ _____
ESTIMATED COST TO DISTRICT.....	\$ _____

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Signature: _____ Date: _____

BE SURE ALL REQUIRED DOCUMENTS ARE ATTACHED

Budget Code: _____

- AUTHORIZED DISAPPROVED

Signature: _____ Date: _____
Superintendent of Schools