

Travel Form

Use this checklist to gather essential information to prepare for your upcoming trip. Please make sure this form and all required information is sent to stephanie.schilling@k12.sd.us. If going as a group, please fill out one Travel Form, so you can travel together. Notice: You will submit Weblink requisitions for expenditures in conjunction with this form. The 3rd page contains the account numbers to use. You will record requisition numbers for required expenditures.

Check this box if this request is to utilize Certified Staff 338 Professional Development Funds.
*Please complete the whole form including the **338 bold** section at the end of the form

Check this box if this request is to utilize any other District Funds, such as Perkins, Special Education, Club Accounts, Food Service, Activities, etc.

Name(s): _____

REGISTRATION – Do not pay for registration. If you can fill out the form online and send it via email to have the school pay that works best. If there is a link, please send the link via email with all information needed to register attached to this form. **Vendor code: REGIST (Unless the correct vendor is in the list)**

Conference Event/Name: _____

Estimated Registration Total: _____ Registration Requisition #: _____

LODGING: Reservations will be made by the School District Business Office. **Vendor code: LODGE (ONLY use this vendor)**

Preferred Hotel: _____

City: _____ State: _____

Check in date: _____ Check out date: _____

Number of Room(s): _____

Estimated Hotel Total: _____ Lodging Requisition #: _____

FLIGHT: When a flight is required, we will send a credit card along for baggage & taxi fees. **Vendor code: FLIGHT (ONLY use this vendor)**
Copy of Driver's License required for each person flying, please attach to this form*

Date/Time to fly out: _____

Date/Time to fly back: _____

Estimated Flight Total: _____ Flight Requisition #: _____

MEALS: Meal per diem only available during overnight travel. **Vendor code: MEALS (Unless your name is in the vendor list)**

Date Leaving: _____ Time: _____

Date Returning: _____ Time: _____

	If Leaving before:	If Arriving after:	In-State	Out-of-State
Meals			Amount	Amount
Breakfast	5:31 am	7:59 am	\$6.00	\$10.00
Lunch	11:31 am	12:59 pm	\$14.00	\$18.00
Dinner	5:31 pm	7:59 pm	\$20.00	\$28.00
Daily Maximum:			\$40.00	\$56.00

Estimated Meals Total: _____ Meals Requisition #: _____

Please attach any conference information, packet(s) or extra information.

Purpose or Description of Travel:

Perkins (CTE) HS MS Elem Activity: _____
 Food Service Special Education Job Corp Student Club: _____

Supervisor Signature: _____ Date: _____

Complete this section only if you are requesting 338 Professional Development Funds:

1. How will attending this conference/workshop benefit the students in my school?

2. What do I expect to learn at this conference session/workshop?

3. How does this experience fit into my curricular area?

Committee Representative Signature: _____ Date: _____

Business Office Use Only:

Comments:

Chart of Accounts:

Registration _____ Amount _____
Lodging _____ Amount _____
Flight _____ Amount _____
Meals _____ Amount _____
Mileage _____ Miles @.28 or @ .51 Amount _____
Trip Total _____

To be completed upon approval:

TRANSPORTATION: Please use a school vehicle. **You must fill out the Transportation form for Bill Snow.**

Was a school car available? Yes No

**Please print google maps for documentation and attach to this form if not using a school car.

TOTAL MILEAGE (*if used personal vehicle*): _____ miles.

Please complete Leave Request in Weblink.

Chart of Accounts for Travel Requisitions

Travel Chart of Accounts

10 1111 001 %%%	Elem				
10 1121 007 %%%	MS				
10 1131 008 %%%	HS				
10 2129 %%% %%%	Guidance (FIRST %%% is 001 Elem, 007 MS, or 008 HS)				
10 2139 010 %%%	Health Service				
10 2213 161 %%%	PERKINS				
10 2227 015 %%%	Computer Service				
10 2410 %%% %%%	Principal Travel (FIRST %%% is 001 Elem, 007 MS, or 008 HS)				
10 6900 400 %%%	AD				
10 6100 405 %%%	BBB	10 6200 430 %%%	VB	10 6900 470 %%%	Speech
10 6100 415 %%%	FB	10 6200 441 %%%	Girl's Golf	10 6900 475 %%%	Drama
10 6100 435 %%%	WR	10 6900 410 %%%	XC	10 6900 480 %%%	Knowledge Bowl
10 6100 440 %%%	Boy's Golf	10 6900 425 %%%	Track		
10 6200 406 %%%	GBB	10 6900 455 %%%	Music		

LAST %%% in chart of account number. Only to be used for this section.

315 Registration

334 Food Lodging Flight

Professional Development Funds -338

10 1111 001 338	Elem Teacher Travel
10 1121 007 338	MS Teacher Travel
10 1131 008 338	HS Teacher Travel

USF

71 0000 %%% 999 USF Most likely used if traveling for a summer camp or a non school meet.

%% will be populate with the numbers below according to Student Fund

952 Band	974 VB
968 Key Club	983 Skills USA
970 BBB	987 Travel Club
971 FB	988 Powerlifting
972 WR	990 Track
973 GBB	

***If you don't see something that you are traveling under please contact Business Office for chart of account number.