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| TEACHER: |       | NORTH EAST SCHOOL DISTRICT | BUILDING:  |       |
| DEPARTMENT: |       | TRAVEL – STAFF (VIRTUAL & IN-PERSON)CONFERENCES, MEETINGS, WORKSHOPS | DATE: |       |
| SUBJECT: |       | 580 |  |
| GRADE:  |       |  |  |
|  |  |
|  |  |
| Destination/Location |  **Purpose of Trip** | **Trip Date** | **Transportation Costs Automobile Mileage****\_\_\_miles @ .67 =\_\_\_** | **Transportation Costs****Other (Specify)** | **Registration Costs** | **Other Costs****(Specify –Meals, Etc.)** | **Total****Cost** |
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| TOTAL THIS PAGE |  |
| **REQUEST REVIEWED BY DEPT. CHAIR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE:\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
| REQUEST REVIEWED BY PRINCIPAL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ APPROVED: \_\_\_\_\_\_\_\_ DISAPPROVED: \_\_\_\_\_\_\_\_ DATE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | Two copies distributed following administrative approval/funding: |
|  | 1. Department Chairperson |
|  | 2. Teacher |
| ACCOUNT CODE:  |       | Principal Retains Original |

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