

Control # _____

Knox County Schools Travel Request

Travel Request # _____

Name: _____ Title: _____

School/Office Site: _____ () In State () Out Of State

Name of Conference: _____ Date Making Request _____

Location: _____ Total # of Days away from Office _____

	Beginning Date	Ending Date
Actual Dates of Conference		
Travel Dates (Leaving & Returning)		

Are personal/vacation/comp days being taken in conjunction with this trip? () Yes () No

Professional Growth Goal and Related Activities related to travel: (use back of form)

Explain the linkage to your immediate area of supervision/job assignment: (use back of form)

Describe the connection of this request to student achievement and/or department/school goals and include the anticipated impact (attach summary sheet if necessary):

With what audience/group will you share this information?

Estimate Expenditures and Funding Sources (indicate account number):

	Amount	Account Number
Registration	\$	
Lodging	\$	
Transportation	\$	
Food	\$	
Miscellaneous	\$	

ALL TRAVEL REQUESTS MUST BE APPROVED PRIOR TO MAKING ANY ARRANGEMENTS.

() Approved () Denied Supervisor _____

Director _____ Asst. Superintendent _____

Does travel require Superintendent/Chief of Staff approval () Yes () No

Superintendent/Chief of Staff _____

After appropriate approval(s), the original Travel Request Form must be submitted to Roger Underwood. A copy of this form will then be returned to requestor with "Control #". This "Control #" **must** be included on every payment / reimbursement request for this trip.

Directions for Travel Request

1. Form must be completed and submitted to appropriate Supervisor, Director, Asst. Superintendent, Chief of Staff, or Superintendent for approval.
2. Copy of agenda or conference schedule must be attached to Travel Request Form.
3. All professional leave, vacation, personal leave or approved comp forms must be attached.
4. Total # of days away from Office should include any additional days taken including vacation, personal or comp time.
5. Form must include all anticipated expenses.
6. Total number of days should include vacation, personal, comp days, personal leave, administrative leave and/or professional leave.
7. Travel Dates should be actual date driving or flying to destination and date returning from destination, not necessarily conference dates.
8. Dates of conference should be dates of conference, not travel days, i.e. beginning date of conference and ending date of conference.