

**DWIGHT PUBLIC SCHOOLS
TRAVEL REQUEST FORM
(50 ILCS 150 / Local Government Travel Expenses Control Act 99-604)**

NAME _____ DATE SUBMITTED _____

EVENT TITLE _____ DATE(S) _____

INCLUSIVE DATES OF ABSENCE _____ DESTINATION _____

WILL YOU REQUIRE A SUBSTITUTE? _____ PERIODS NEEDED _____

| | <i>ESTIMATED EXPENSES</i> |
|---|---------------------------|
| SUBSTITUTE (Board approved rate) | \$ _____ |
| TRAVEL (IRS rates; Calendar year 2021 - \$0.56) | \$ _____ |
| LODGING (Maximum \$300 per night, single occupancy) | \$ _____ |
| REGISTRATION FEES (Maximum \$550) | \$ _____ |
| AIRFARE (Maximum \$650; roundtrip) | \$ _____ |
| OTHER ITEMS (Itemize) (Maximum \$100 parking per day) (Maximum \$25 tolls per day) (Other...) | \$ _____ |
| TOTAL TITLE II EXPENSES | \$ _____ |
| MEALS (Maximum \$10 breakfast; \$15 lunch; \$20 dinner) | \$ _____ |

Please attach a copy of the program pertaining to the conference to this form. Upon your return, please complete and submit a *Travel Expense Voucher* to the Principal.

Request Approved/Not Approved _____ Date _____

Administrator Signature

Reason (Disapproved) _____

District Office Approval _____ Date _____

Superintendent Signature

(Updated 1/4/2021)

WORKSHOP/TRAVEL REQUEST PROCEDURES

These procedures are based on Board Policy 5:60 and 5:60 Administrative Procedure

Conference/Workshop Registration

“Request to Attend Educational Conference” form **must be submitted to the Building Principal at least two weeks in advance of the conference/workshop.** More notice may be required for more popular workshops or if more than two staff will be requesting attendance at the same workshop. The Building Secretary will send an Imprest check or place the registration fee on the district credit card when possible. Requests submitted after the two-week deadline may be declined due to tardiness.

Transportation

Mileage will be measured from the school to the workshop or event site and back. The standard mileage rate will be determined by the IRS rate of mileage reimbursement in January of each year. Car-pooling is encouraged whenever possible. A receipt for any unexpected tolls is required for reimbursement. Employees are encouraged to check their travel route and request use of a District iPass prior to travel if necessary.

Hotel/Motel Charges

The district will pay overnight accommodations when the conference is for multiple days. The district will pay for the night before the conference only if the conference site is more than 100 miles from or more than a 90-minute drive from the school. The District will not pay for other personal costs. An exception will be considered when the attendee is presenting at the workshop. A receipt for the room charges and parking is required.

Meal Charges

If your attendance at a conference or workshop requires you to attend through a regular mealtime and is not part of the registration fee, the district will reimburse at the following rates: \$10.00- Breakfast; \$15.00- Lunch; and \$20.00- Dinner. Banquet meals at conferences will be considered on an individual basis. Meal charges should be charged to a District p-card unless credit cards are not accepted. If they are not, a detailed receipt must be attached to a Travel Expense Voucher for reimbursement.

Out-of-State Travel

Out-of-State Travel will be reimbursed under the following conditions: 1) conference has been approved by the Building Principal and Superintendent; 2) a written report of the conference will be submitted to the Board of Education; 3) travel charges do not exceed \$650.00—round trip; 4) room rates are at the conference rate or less; 5) meal charges do not exceed \$45.00 per day; 6) adequate funds are available through grants to pay for this conference attendance or with permission from the Board of Education. Travel charges should be charged to a District p-card unless credit cards are not accepted. If they are not, a detailed receipt must be attached to a Travel Expense Voucher for reimbursement.