



North Central Education Service District

# **TRAVEL AUTHORIZATION REQUEST-2022**

One request per employee for Out-of-District & Out-of-State Travel

Name: \_\_\_\_\_ Travel Dates: \_\_\_\_\_

Name of Seminar/Workshop/Other: \_\_\_\_\_

Destination: \_\_\_\_\_

Relevance to Job Assignment: \_\_\_\_\_

Registration Fee:   0  

**Travel Schedule**

Date/Time	Depart from Location	Arrive at Location	Fare or Mileage*	Breakfast \$7.00**	Lunch \$15.00**	Dinner \$30.00**	Lodging Rate
<b>TOTAL</b>							

\*IRS mileage rate 1/1/22 = .585 mile \*\*Maximum meal cost reimbursed with receipts (including 20% gratuity).

**Itemized receipts required for reimbursement.**

Parking Fees (with receipt): \_\_\_\_\_ Other Costs: \_\_\_\_\_

Total Cost: \_\_\_\_\_ Budget Codes: \_\_\_\_\_

**Please Note:** This form is to be approved by the Superintendent **before** any employee travels out-of-district or out-of-state for purposes of seminars, workshops, etc. **Out-of-State travel also requires pre-approval by the ESD Board.**

Approved Denied

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

Board Approval: YES Date: \_\_\_\_\_

\*Each employee requesting out of district/out of state travel reimbursement must attach this form to their travel reimbursement form.