KyreneSchoolDistrict

**Travel Pre-Approval Request**

☐ Out of State Travel
☐ In State Travel

Name and Purpose of Conference/Event: _____

_____

Destination: _____ Date(s): _____

Total Number of Staff Attending: _____ Total Number of Students Attending: _____

Funding Source: _____ **Total** Estimated Cost of Travel: $_____*

*(*include **all travel-related expenses** & Purchase Orders)*

Employee Name: _____ School/Department: _____

_____ _____
Supervisor Signature Date

- ✓ A request for authorization for out of state travel should be signed by your supervisor and submitted to Business Services at travel@kyrene.org *no less than* 45 days prior to travel.
- ✓ All out of state travel must be approved by the governing board at a public hearing.
- ✓ A Purchase Order must be in place for all estimated reimbursable expenses prior to travel, submitted under the traveler's name as vendor.
- ✓ Reimbursement for lodging and meals may not exceed the amount set forth in the State of Arizona Travel Policy. The exception allows for the lowest listed room rate for the published conference hotels.
- ✓ This form must be attached to all travel-related purchase requisitions at time of submission.
- ✓ Additional information on travel and reimbursement requests may be viewed at http://www.kyrene.org/Page/28778.

**Please email the completed form to travel@kyrene.org**