



# TRAVEL REQUEST FORM

Rev. 7/25/22

**IMPORTANT:** This form must be approved **PRIOR** to attending the event and your absence MUST be entered into SEMS (even if a sub is not needed) and entered into the vacancy calendar by the building administrative assistant before the form is turned into the Human Resources and Operations office. **Incomplete forms will be sent back.**

**1** EMPLOYEE \_\_\_\_\_ VENDOR # \_\_\_\_\_ SCHOOL/DEPT \_\_\_\_\_

NAME OF EVENT \_\_\_\_\_ DATE(S) OF EVENT \_\_\_\_\_

DATE LEAVING: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TIME LEAVING: \_\_\_\_\_  AM  PM DATE RETURNING: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ TIME RETURNING: \_\_\_\_\_  AM  PM

LOCATION: \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ NOTES: \_\_\_\_\_

(EVENT CENTER/SCHOOL/HOTEL ETC.) \_\_\_\_\_

**2 PRE-APPROVAL: \*FILL OUT WITH HELP OF BUILDING (OR APPROPRIATE) ADMIN ASSISTANT**

ACCOUNTING USE ONLY		
PAID TO	TOTAL	DATE PD
<b>LODGING AND REGISTRATION FEES SHOULD BE PAID DIRECTLY BY THE DISTRICT</b>		
EST. EXPENSES (ENTER 0 WHEN APPROPRIATE)		
<b>*PO # REQUIRED</b>		
REGISTRATION FEES (ATTACH COPY OF REGISTRATION FORM)		
LODGING: _____ NIGHTS @ \$ _____ =		
CONFIRMATION # _____		
ENTERPRISE RENTAL CAR		

**OTHER EXPENSES (DO NOT REQUIRE PO, \$45 DAILY MEAL REIMBURSEMENT)**

BREAKFAST	_____ days	PARKING/TAXI:	OTHER:
LUNCH	_____ days	PERSONAL VEHICLE:	SUBSTITUTE COSTS: _____ days at current rate
DINNER	_____ days	_____ miles @ *\$ _____ /mile = _____ *amount varies per employee contract	<input type="checkbox"/> NO SUB NEEDED

**\*\* ROUTING OF CHECKS (CHECK ONE):**  MAIL CHECKS  RETURN TO EMPLOYEE  RETURN TO \_\_\_\_\_

Please attach registration forms (or appropriate) documentation for the event. Travel forms will not be accepted without supporting documentation. If costs are not listed on the pre-approval section, they cannot be claimed later.

**3**  ABSENCE ENTERED INTO SEMS **PRE-APPROVAL SIGNATURES:**

SEMS JOB #: \_\_\_\_\_

ABSENCE ENTERED IN VACANCY CALENDAR BY ADMIN. ASST.

EMPLOYEE \_\_\_\_\_ DATE \_\_\_\_\_ PRINCIPAL OR SUPERVISOR \_\_\_\_\_ DATE \_\_\_\_\_

**4 BUILDING ADMIN ASSISTANT/ADMINISTRATOR USE ONLY:**

TRAVEL FUNDED BY (CHECK ONE):  BUILDING STAFF DEVELOPMENT (PLEASE ENTER YOUR TRAVEL CODES BELOW & THEN ROUTE TO OFFICE OF HR/OPERATIONS)

SPECIAL EDUCATION (ROUTE TO LSS OFFICE)  TITLE (ROUTE TO OFFICE OF LEARNING & ACCOUNTABILITY)

DISTRICT (ROUTE TO OFFICE OF HUMAN RESOURCES/OPERATIONS)  OTHER: \_\_\_\_\_ (ROUTE TO OFFICE OF HUMAN RESOURCES/OPERATIONS)

ENTERED SPEC ACCT CODE BELOW (EX. PERKINS, MDE, LCSC)

SUBSTITUTE CODE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ EXPENSE CODE: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

**PROCEDURES • TRAVEL REQUEST FORM**

Rev. 7/25/22



**GENERAL INFO:** Approved Travel Request Forms must be received in the Human Resources and Operations office by **noon on Tuesdays**. Travel checks are processed on Wednesdays. **INCOMPLETE FORMS AND REQUESTS MADE ON OLD FORMS WILL BE SENT BACK.**

- 1** Please complete **all information** including your vendor number. This number is used to identify you in our accounting system so we are able to print your reimbursement check. If you do not know your vendor number please contact the Executive Assistant to the Executive Director of Human Resources and Operations (phone ext. 3372). It is important to know the times you are leaving so we can reimburse you for the appropriate amount of meals.
- 2** The pre-approval table should be completed with the help of your building (or appropriate) administrative assistant. Please do not leave any of the boxes empty – enter a zero where appropriate.  
**All registration, lodging and rental car fees require a purchase order number. The employee will not be reimbursed for these purchases as they should be paid directly by the district.**  
Registration and lodging reservations should be made by the employee attending the event or they should have the appropriate person help do this for them. The Human Resources and Operations office does NOT make the reservations.  
Vehicles for business use may be rented from Enterprise Rent-A-Car. Procedures for rental reservations can be found on the Extranet: Documents → District Documents → Business Services → Accounting → Enterprise Car Rental.  
**If costs are not listed on the pre-approval section, they cannot be claimed later. Travel forms will not be accepted without attached registration for event or something to show proof of the date of event (example: email confirmation or correspondence of event date/time).**
- 3** Your absence must be entered into SEMS prior to turning in your travel form to the Human Resources and Operations office. Travel Request Forms must be approved PRIOR to the travel date by the employee's supervisor or principal, **even if there is no cost.**
- 4** Section 4 must be completed by the building administrative assistant or principal and routed to the appropriate person at the District Office. If travel is being funded by the building, the expense and substitute codes **MUST** be complete before sending the form to the Human Resources and Operations office.
- 5** If you are in a vehicle accident or injured while traveling for approved work-related events, please contact the SFM Work Injury Hotline at 1-855-675-3501. Additionally, vehicle accidents should be reported to local law enforcement and to the Human Resources and Operations office at 218-284-3350.

**More information on travel reimbursements can be found in School Board Policy 411.**

**Further questions?**

Please call the office of the Executive Director of Human Resources and Operations at 218-284-3372.