

2016-2017 Request for Travel Funding (must submit with activity request) 1 form per advisor

Funding is available in limited amounts to offset a portion of CTE teacher travel expenses for state and national competitions. Monies have been allocated to each school for the SY 2016-2017 for teachers who qualify for reimbursement to the requestor. CTE principals must approve allocations per teacher.

Please Print Clearly

Teacher Name _____ School _____

Name of Event _____ Date(s) Event/Conference _____

Location (city, state) _____ Number of students attending _____

Name of Each Teacher/Chaperone
Attending _____

Maximum Amount to be Reimbursed to School:

registration _____,

lodging rate _____ x _____ # nights = _____,

airfare _____

Total to School \$ _____ (maximum reimbursed to school)

Maximum Amount to be Reimbursed to Teacher:

\$ _____ (maximum to be reimbursed to teacher for meals, mileage, parking, taxi, shuttle)

GRAND TOTAL (Maximum amount approved for this teacher and this trip):

\$ _____ GRAND TOTAL

Teacher
Signature _____ Date _____

CTE Principal Signature _____ Date _____

Remaining School Balance \$ _____

| | | | |
|------------------------------|--------------------------------------|---------------------------------------|----------------------------------|
| For District Office Use Only | | CTE Approval # | |
| Budget Code | GP 141-0000-72230-713-7095-00-535500 | Perkins | 142.801-72130-713-7095-00-535500 |
| CTE Director Approval _____ | | Date emailed/returned to school _____ | |