



# Sauk Prairie Schools Request To Attend Meeting

This form is used for all travel outside the district. **One copy must be filed with the superintendent at least 2 weeks in advance.**

1. Complete 1 copy of this form.
2. Complete a requisition form(s) for registration fees, hotel, etc.
3. Complete registration form.
4. Attach items together and give to your building administrator to sign. They will send it to the Superintendent's Office for processing.
5. Approved form will be returned to building administrator and attendees electronically.

Date: \_\_\_\_\_

**Meeting Information:**

Person(s) \_\_\_\_\_

Location within District (Example: TR, HS, MCCS, etc.) \_\_\_\_\_

Meeting Title \_\_\_\_\_

Meeting Location \_\_\_\_\_

Date(s) of Meeting \_\_\_\_\_ Number of School Days at Meeting \_\_\_\_\_

**Van Information:**

School Van Needed  No  Yes, Name of Driver: \_\_\_\_\_

Van Pick Up Time: \_\_\_\_\_ Van Return Time: \_\_\_\_\_

**Expenses:**

Fees \_\_\_\_\_

PO# \_\_\_\_\_

Meals \_\_\_\_\_

PO# \_\_\_\_\_

Room \_\_\_\_\_

Transportation \_\_\_\_\_

**•• If using a school van please note the time needed above.**

**Total** \_\_\_\_\_

Building Administrator's Signature \_\_\_\_\_

**Reminder:**

Reimbursement is made based on submitting an expense report. Retain and submit all meal and hotel/motel receipts. Alcoholic beverages are not reimbursable. Meal guideline limits, including tip, are as follows:

<b>Breakfast</b>	<b>\$10.00</b>
<b>Lunch</b>	<b>\$12.00</b>
<b>Dinner</b>	<b>\$18.00</b>

<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved  Superintendent's Signature _____
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