



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) _____

Meeting Title and Location _____

Date 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:

Breakfast	\$10.00
Lunch	\$12.00
Dinner	\$18.00

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