



**Richmond Public Schools
Department of Public Information**

Request for Permission to Attend Meeting

Name of Employee		Date
School or Department	Employee Number	
Place of Meeting		
Name of Association, Conference, etc.		
Is this travel funded by a grant that is governed by State or Federal travel limits?	Yes	No
Dates of Meeting: From	Thru	
Departure Date	Time	Return Date
Proposed means of travel:	School Board Car	\$
<i>*Attach proof of mileage (i.e. MapQuest)</i>	Personal Car	\$
<i>*Attach proof of cost or price quote</i>	Train	\$
<i>*Attach proof of cost or price quote</i>	Bus	\$
<i>*Attach proof of cost or price quote</i>	Airplane	\$
Estimated Expense:	Travel	\$
Government rate on hotel fees available?	Yes	No
	Lodging	days
<i>*Attach proof of cost or price quote for lodging</i>		\$
Deduct allowance for meals included in registration	Meals	days
\$50/day (\$10 breakfast, \$15 lunch, \$25 dinner)		\$
<i>*Attach copy of registration</i>	Registration Fee	\$
<i>*Attach explanation and amounts</i>	Other Expense	\$
	Total	\$

Purpose of Meeting

Employee Signature _____

APPROVED _____ Date

Funding Source/ Location Budget Holder (Principal, Director, Manager, etc.)

Funding Source – Account Code:

APPROVED _____ Date

Cabinet Approval

Reimbursable Expense \$

Advance payment request must be submitted to Finance on a Departmental Invoice with approved Permission to Attend form and appropriate supporting documentation attached. The Departmental Invoice must be submitted to Finance fifteen (15) business days **Requires receipt(s) with the Permission to Attend and also attached to Request for Reimbursement of out of Town Expenses form at settlement no later than five (5) days after return from trip.*