DeWITT PUBLIC SCHOOLS
REQUEST FORM FOR ALL PERSONNEL

DeWitt Public Schools, DeWitt, Arkansas 72042

THIS REQUEST MUST BE FILLED OUT AND TURNED IN TO YOUR PRINCIPAL OR SUPERVISOR FIVE DAYS PRIOR TO TRIP FOR APPROVAL.

NAME:_____ DEPARTMENT:_____

REQUEST DATE:_____ TRIP DATE:_____

REASON FOR TRIP:_____

_____

PLACE OF TRIP:_____ APPROXIMATE MILEAGE:_____

REGISTRATION FEE:_____

ARE YOU REQUESTING A SCHOOL VEHICLE? * **YES** **NO****

IF YOU ARE REQUESTING A BUS, HOW MANY ARE NEEDED? _____

DO YOU NEED A DRIVER? **YES** **NO**

DEPARTMENT TIME:_____ PLACE OF DEPARTURE:_____

*EMPLOYEES WILL NOT BE REIMBURSED FOR PERSONAL VEHICLE USE UNLESS THE SCHOOL CARS ARE NOT AVAILABLE.

LODGING NECESSARY? **YES** **NO**

NUMBER OF NIGHTS:_____ APPROXIMATE COST OF LODGING: _____

MEALS NECESSARY? **YES** **NO**

APPROVED TOTAL FOR MEALS: _____

NUMBER OF BREAKFASTS:_____ @_____

NUMBER OF LUNCHES: _____ @_____

NUMBER OF DINNERS: _____ @_____

All meals/lodging expenses must be declared in advance and receipts attached to Travel Reimbursement form to be eligible for reimbursement.

EMPLOYEE INITIATED REQUEST _____ ADMINISTRATIVE DIRECTED _____

APPROVED BY _____ DATE _____
PRINCIPAL/SUPERVISOR

_____ DATE _____
SUPERINTENDENT

PERSONNEL POLICY - Professional Development Opportunities - Staff Development Policy #6 - In the event of "optional" days of staff development, the district will accept college course, workshops, etc., which take place outside of pupil-teacher interaction time and which have been pre-approved by the building principal. Any expense will be taken care of by the staff member.

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FOR OFFICE USE ONLY:

copies: _____ _____ _____

_____ _____ _____