

# Employee School Business Time Approval / Purchase Requisition

Please complete this form and submit **in advance** to your supervisor(s) to request *pre-approval* for any planned school business time you will be taking for meetings, field trips, workshops, conferences, etc.

Employee Number: \_\_\_\_\_ Name: \_\_\_\_\_ Date: \_\_\_\_\_

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## OUT OF DISTRICT / IN DISTRICT ASSIGNMENT

- I wish to take \_\_\_\_\_ hours School Business Time on \_\_\_\_ / \_\_\_\_ / \_\_\_\_ (Business Assignment)

Please Specify: Title of Event: \_\_\_\_\_

**(\*please attach agenda or registration)**

Location: \_\_\_\_\_

Registration Fee: \_\_\_\_\_ Estimated Lodging Cost: \_\_\_\_\_

- Employees must make their own arrangements for lodging. May request a purchase order for lodging if the motel/hotel accepts purchase orders. Please refer to the Employee Handbook for more information.
- If the conference/workshop is 90 miles or less from your departure point, staff should drive to the location on the conference/workshop day.
- Please remember to attach documentation as necessary i.e. workshop or conference brochure/flyer with completed registration form, meeting agenda, etc.
- A copy of this signed/approved form could serve as your mileage/expense back-up documentation.

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**SUBSTITUTE ARRANGEMENTS** (if needed)

- My substitute will be: \_\_\_\_\_
- Employee Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

### FOR OFFICE USE ONLY:

Today's Date: _____	Vendor: _____
Attn: _____	Email/Web address: _____
Dept: _____	Purchase Order Number: _____
Account Code: _____	
DESCRIPTION: Special Education Staff Development as noted above	

**APPROVED BY** Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_