



# Winston-Dillard School District 116

Code: **DLC-AR(3)**  
Revised/Reviewed: 10/08/14; 1/13/16

## Request for Out-of-District Travel

Name: \_\_\_\_\_ School/Department: \_\_\_\_\_

Purpose of Trip (**Attach Documentation**)  Workshop  Conference  Sports Event  
 Other: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Date check needed: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

*(Allow 10 days for processing this request.)*

Destination: \_\_\_\_\_

**Expenses:**

Lodging Vendor Name and Address

Registration Vendor Name and Address

**Specify where checks are to be sent – see below**

**Lodging** Payment to Vendor

**Registration** Payment to Vendor

- Send to employee
- Send to Vendor

- Send to employee
- Send to Vendor

**Specify Check Location(s) Above**

*I hereby certify the above is a true and correct statement of travel/convention expenses.*

\_\_\_\_\_  
Signature of Participant Date

\_\_\_\_\_  
Signature of Principal Date

Purchase Order(s) #: \_\_\_\_\_

	Subtotal
<b>Registration:</b> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>	
<b>Lodging:</b> <div style="border: 1px solid black; height: 20px; width: 60%; margin-left: 20px;"></div>	
<b>Meals:</b>	
<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> Breakfast at \$5.50	
<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> Lunch at \$8.00	
<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> Dinner at \$11.50	
<b>Total Meals: →</b>	
<b>Transportation:</b>	
<div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block;"></div> IRS Rate per Mile: <div style="border: 1px solid black; width: 40px; height: 15px; display: inline-block; vertical-align: middle;"></div>	
Other public transportation: <div style="border: 1px solid black; width: 60px; height: 15px; display: inline-block; vertical-align: middle;"></div>	
Air Fare: <div style="border: 1px solid black; width: 50px; height: 15px; display: inline-block; vertical-align: middle;"></div>	
<b>Total Transportation: →</b>	
<b>Total Payment to Individual:</b>	

Acct#				Amount \$