

# TRAVEL REQUEST FORM



This form is for requesting authorization for participation and reimbursement of expenses for the conference or activity listed, **with or without students**, described below. For reimbursement, an agenda from the conference must be attached to this form.

Note: Reimbursement requests submitted later than 90 days after the activity will be denied.

<b>Conference Information</b>	
Instructor Name	
Program	
Conference Name	
Conference Date(s)	
Conference Location	
Purpose	
Departure Date	
Return Date	
Estimated Number of Students Attending	
Date of Participant & Parent Meeting	

Briefly describe the conference and any other associated activities planned to coincide with it.

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<b>Estimated Cost:</b>			
<b>Instructor:</b>		<b>Student:</b>	
Transportation		Transportation	
Taxi, Shuttle, Bus		Taxi, Shuttle, Bus	
Car rental		Lodging	
Lodging		Registration	
Registration		Meals	
Meals		Baggage Fees	
Parking		Other	
Baggage Fees			
Other			

<b>Approvals:</b>			
Instructor		Executive Staff	
Program Director		For travel out of state, or with students:	
Vice President		MTECH Board	

