

JORDAN SCHOOL DISTRICT  
Sandy, Utah  
**Conference Travel Expense/Allowance Authorization**

(Name) \_\_\_\_\_ (Date) \_\_\_\_\_ (School or Department) \_\_\_\_\_

(Conference/Activity) \_\_\_\_\_ (Conference Dates) \_\_\_\_\_ (Conference Location) \_\_\_\_\_

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|---|
| 1. Use the "Administrative Guidelines for Travel Arrangements and Expenses to help with completion of this form.<br>2. This form should be completed and submitted for approval at least 45 days in advance of the conference.<br>3. This form, the Conference Travel Planning Form, and the necessary documentation must be submitted before approval will be given. |
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Category	Detail		Amount	
Registration	a. Registration			
	b. Other:			
	c. Other:		\$ -	
Travel (Select One)	a. Air Fare:			
	Service Charge:			
	b. Automobile (Air Fare Equivalent)			
	c. Automobile Travel (Mileage): (Round Trip Mileage <span style="background-color: #cccccc;"></span> x Rate Per Mile _____)		\$ -	\$ -
Lodging	Rate <span style="background-color: #cccccc;"></span> x Number of Nights <span style="background-color: #cccccc;"></span>		\$ -	\$ -
	Tax and/or User Fee <span style="background-color: #cccccc;"></span>			
Per Diem	Authorization / Day \$ _____ x No. of Days <span style="background-color: #cccccc;"></span>		\$ -	
	Travel Rate / Day \$ _____ x No. of Days <span style="background-color: #cccccc;"></span>		\$ -	\$ -
Other Expenses (Pre-authorization required)	a. Automobile Rental:			
	b. Bus or shuttle fare:			
	c. Other:		\$ -	
Pre-paid Expenses	a. Air Fare			
	b. Registration			
	c. Special Meals (Breakfast \$6, Lunch \$8, Dinner \$15) provided			
	d. Other:		\$ -	
<b>Balance Due:</b>			<b>\$ -</b>	

Approvals

Signature of Requesting Individual \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Program Director \_\_\_\_\_ Date \_\_\_\_\_

Administrator Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_