



KANE SCHOOL DISTRICT

Travel/Conference Request and Arrangement Form

*Travel/Conference requests should be submitted to your administrator for approval at least two weeks **prior** for out-of-state and at least one week for in-state.*

Conference Registration					Hotel Arrangements				**Approval Signatures					
Budget Code:					Name of Hotel:					1. Principal's Signature:	Date:			
Name of Employee(s):					Address:									
					Phone:									
									2. Program Director's Approval:	Date:				
					Confirmation #									
									3. Superintendent or BA Approval:	Date:				
									<i>(Required signatures must be obtained before any arrangements may be made for travel)</i>					
					Name of Employee(s):									
									School was notified of approval on:					
									Date:					
Title of Conference:									By:					
Dates of Conference:									Notes:					
Dates of Travel:														
Location of Conference:					Checking In:		Checking Out:							
Address of Venue:					Room Type: King or Double Beds:	Double Beds								
Method of Payment:											Days	People	Cost	Total
	Days	People	Cost	Total	Hotel Fees Total:									
Registration Fees Total:	N/A				Substitute Cost									
Per Diem Total:					Substitute Rate Total:									

** Approval Signatures:

Day travel for student activities only needs prior approval of the Principal on this form

Overnight travel for student activities requires prior approval by the Principal and also by the District