

**PASSAIC PUBLIC SCHOOLS
PASSAIC, NEW JERSEY
REQUEST FOR
REGULAR SCHOOL BUSINESS TRAVEL**

This form is to be submitted to the Office of the Superintendent or Superintendent Designee at least ten (10) days prior to the event

To:			
	Name of Principal or Administrator/Supervisor		
From:			
	Name of Employee (Please Print)	Location of Employment	Grade/Subject
I hereby request permission to attend for (check one):	<input type="checkbox"/> Visitation <input type="checkbox"/> Attendance at Regularly Scheduled Event - In-State		
Name of Event, School or Office :			
Location of Event	Street Address	City, State, Zip	
Name of Sponsor Group:			
Dates of Event - Please include days of the week:			
A substitute will be necessary.	Yes	No	N/A

Reimbursable Expenses (Estimated)

Registration Fee (Not to Exceed \$150.00 per individual) _____

Transportation (Mileage) -- Own Car _____ miles at _____ cents per mile _____

Tolls (receipt required) _____

Parking (receipt required) _____

TOTAL ESTIMATED COSTS _____

Budget Account Number _____

One day trips – Meals not reimbursable – Total Maximum Travel Amount \$1,500.00 Per Year Per Individual

Documentation/Justification – Separate Paper Attachment

- 1) Pursuant to N.J.A.C. 6A:23A-7.5, you shall provide a brief statement that includes the primary purpose of the travel and key issues that will be addressed at the event
- 2) A copy of the travel event agenda, itinerary shall be attached to the request form.
- 3) Insurance ID Card - Copy

Approvals	Please circle		Initials	Date
Building Principal	Approved	Not Approved		
Administrator/Supervisor	Approved	Not Approved		
Director of Curriculum & Staff Development	Approved	Not Approved		
Superintendent or Designee	Approved	Not Approved		

Board of Education approval is not required for Regular School District Business Travel.

Certification by Employee

I certify that the information provided in this document is accurate to the best of my knowledge. I have also read and understood the *Administrative Rules for Regular School District Business Travel* issued by the school district.

Employee Signature	Date