

**WASHINGTON COUNTY SCHOOLS  
REQUEST TO TRAVEL**

Employee Name: \_\_\_\_\_

Position: \_\_\_\_\_ School: \_\_\_\_\_

Professional Development Activity: \_\_\_\_\_

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

Dates Requested for Travel: \_\_\_\_\_

Estimated Expenses: (*Itemized receipts, not credit card receipt, from restaurant/ hotel must be attached to reimbursement form before payment can be made.*)

Meals..... \$ \_\_\_\_\_

Mileage: \_\_\_\_\_ miles @ 40.5 cents..... \$ \_\_\_\_\_

Parking..... \$ \_\_\_\_\_

Lodging: \_\_\_\_\_ nights..... \$ \_\_\_\_\_

Other (Explain): \_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL** \$ \_\_\_\_\_

\_\_\_\_\_  
Employee Signature Date

Notes: Conference documentation (agenda, certificate etc.) must be attached to reimbursement form.  
Meal reimbursement: \$15.00 per day maximum (one day workshop) and \$30.00 per day maximum (overnight conference).  
MUST include itemized hotel and food receipts. Gratuities not reimbursed. Valet Parking not reimbursed. Room service fees not reimbursed (must have itemized receipt).

**PDL Use Only** Do not write below this line

Priority Need (System Plan) # \_\_\_\_\_ Technical Training (Not Professional Development  
Priority Need (School Plan) # \_\_\_\_\_ -- Administrative, etc. - PD Plan does not apply)

Expenses to be paid from:

- |                                      |  |
|--------------------------------------|--|
| _____ State Professional Development | _____ Indian Education                 |
| _____ Rural Schools (Title VI)       | _____ ARI (Alabama Reading Initiative) |
| _____ Title I                        | _____ ARFI                             |
| _____ Safe and Drug Free Schools     | _____ Local School Funds               |
| _____ Career Technical               | _____ Other: _____                     |

\_\_\_\_\_  
PDL Signature\* Date

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

\*I verify that the above expenses are included in system and school professional development plans and are eligible to be paid from above funding source.

\_\_\_\_\_  
Superintendent Signature Date