

Penns Grove - Carneys Point Regional School District Board of Education
SAME DAY WORKSHOP/TRAVEL APPROVAL PROCESS

Date Completed

1. The employee completes the "Travel Request" form and files with Principal/Supervisor.

2. The Principal/Supervisor must approve the travel and expenses. Approval of the travel and related expenses by Principal/Supervisor was done on :

3. The travel request is reviewed by the Superintendent and forwarded to the Board for approval.

Expected Board Meeting Date:

Date Board Approved:

Date Board Denied:

Reason for denial:

Not submitted timely

Other

4. The following were notified after approval/denial action was taken:
Employee

Supervisor

Business Office

5. Travel/workshop justification summary submitted
If approved because of regular district travel—reimbursement rates still apply.

6. Date (s) payments made by Board of Education
Workshop/Registrations

Employee Reimbursements

Note: This form along with ALL supporting documentation must be submitted at least 14 days prior to a Board Meeting and before workshop date. Failure to do so will disqualify any reimbursements and all requests will be denied.