

SEQUATCHIE COUNTY SCHOOLS

TRAVEL REQUEST

Title: _____ Date: _____

Names of those attending:

Teacher Choice Admin. Assigned

_____ Grade/Subject _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ Grade/Subject _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ Grade/Subject _____	<input type="checkbox"/>	<input type="checkbox"/>
_____ Grade/Subject _____	<input type="checkbox"/>	<input type="checkbox"/>

What area of the School Improvement Plan does this address?

How will students benefit from this?

Does this address Disabled Students? YES _____

How will you share the information with your peers?

Location: _____

Estimated Fees: Registration: _____ per person

Hotel Cost: _____ : # of rooms _____ : # of nights _____

SEE ATTACHED EMPLOYEE TRAVEL REIMBURSEMENT GUIDELINESFor central office use only

Approved _____ Date: _____ Pay from: _____

Not approved for funding _____ Date: _____

Sequatchie County Schools

Employee Travel Reimbursement Guidelines

The following Guidelines shall be followed when travel reimbursements have been requested:

Meal reimbursement:

- Same-day travel
 - Lunch reimbursed at TN state rate if the meal is not included at the destination
- Overnight Travel:
 - 1st day of travel:
 - Lunch, if traveling before 10:00 am, and Dinner reimbursed at TN state rate of July 1 of the academic year if meal is not included at the destination or hotel
 - Whole days at conference:
 - Breakfast, Lunch, and Dinner reimbursed at TN state rate of July 1 of the academic year if meal is not included at the destination or hotel
 - Last Day of travel:
 - Breakfast and Lunch reimbursed at TN state rate as of July 1 of the academic year, if meal is not included at the destination or hotel

Mileage reimbursement:

- The state mileage rate on July 1 will be used throughout the academic year using the TN state mileage chart.

Hotel reimbursement:

- Hotel rate will be paid at conference or government rate, if available. Otherwise, the hotel will be paid at the actual cost of a standard type room at the hotel.

Incidentals:

- Parking to be paid at actual cost with receipt. Valet parking is only approved if self-parking is not available at the hotel.
- Other incidentals must have prior approval before trip occurs

For additional information on TN state travel rates, please visit the following website: [GSA website](https://www.gsa.gov) (GSA.gov)