



RICHMOND PUBLIC SCHOOLS
Request for Permission to Attend Meeting

***Complete packet due to
Central Office 60 days prior
to conference date**

Name of Employee _____ Date _____
 Name of School _____ Employee Number _____
 Place of Meeting _____ State _____

Name of Association, Conference, etc. _____
 Is this travel funded by a grant that is governed by State or Federal travel limits? Yes No

Date/s of meeting: From: _____ Thru: _____ Departure Date: _____ Time: _____
 Start Time: _____ End Time: _____ Return Date: _____ Time: _____

TRAVEL
 Proposed means of travel: *Attach proof of cost or price quote Airplane 0.00
 *Attach proof of mileage (i.e. MapQuest) Personal Car 0.00
 *Attach proof of cost or price quote Train 0.00
 *Attach proof of cost or price quote Bus 0.00
 Estimated Expense: (cab, luggage, etc.) Other Expense 0.00
Total Travel 0.00

LODGING
 Name of Hotel: _____
 Address: _____
 Confirmation #: _____
 Government rate on hotel fees available? Yes No Check In Date _____ Check Out Date _____
 *Attach proof of cost or price quote for lodging
Total Lodging 0.00

MEALS \$50/Day (\$10 breakfast, \$15 lunch, \$25 dinner) **DEDUCT ALLOWANCE FOR MEALS INCLUDED IN REGISTRATION**
 Total number of each meals included in event Total number of each meals you are requesting
 Breakfast Lunch Dinner Breakfast Lunch Dinner

Total Meals 0.00

REGISTRATION
 *Attach copy of registration & Conference Permission to Attend Protocol Checklist (Justification)
Registration Fee 0.00
 Registration Confirmation # _____

Employee Signature _____ Signature _____
 * (1) APPROVED/DENIED _____ Date _____
 (Principal or Manager)

For Central Office Use ONLY

Vendor Name	Vendor Number	Fund	Function	Org	Program	Object	
							Travel
							Lodging
							Meals
							Registration
							Materials & Supplies

* (2) APPROVED/DENIED _____ Date _____
 Funding Source /Budget Holder (Manager or Director)

* (3) APPROVED/DENIED _____ Date _____
 Cabinet Approval

*All 3 signatures required prior to travel **Total Expense 0.00**

Advance payment request must be submitted to Finance on a Departmental Invoice with approved Permission to Attend form and appropriate supporting documentation attached. *****COMPLETE PACKET DUE TO CENTRAL OFFICE 60 DAYS PRIOR TO CONFERENCE DATE*****
 Requires receipts(s) with the *Permission to Attend* and also attached to *Request for Reimbursement of out of Town Expenses form* at settlement no later than five (5) days after return from trip. Rev. 6/2019