

**Homewood City Schools
CONFERENCE & TRAVEL APPROVAL FORM**

Name of Conference: _____ Location: _____ Person Submitting Request: _____

Purpose of Conference: _____ Method of Sharing Content: _____

Dates Requested: _____ Number of Days Requested: _____ Date Submitted: _____

Number of Participants: _____ Registration Fee Each: _____ Cost: \$ _____

Number of Hotel Rooms: _____ Hotel Name: _____ Check In Date: _____ Check Out Date: _____ Cost: \$ _____

Number of Cars Traveling: _____ Mileage Total: _____ x .70 per mile = _____ Cost: \$ _____

Flight/Airline: _____ Flight Info: _____ Cost: \$ _____

*Meals Total \$ _____ Uber/Taxi \$ _____ Miscellaneous, Parking, etc \$ _____ Cost: \$ _____

TOTAL COST: \$ _____

Please attach a conference/meeting agenda and schedule with this request.

Participant	School	Registration \$	Car/Plane \$	Hotel \$	*Meals/Uber/ Misc \$	Fund Source:	Notes:
TOTALS						Total Cost: \$	

Signature of Person Submitting Form: _____

Title: _____

Signature of Director of Instruction: _____

Approved _____ Disapproved _____

Signature of Fund Manager: _____

Approved _____ Disapproved _____

MEALS

Standard Per Diem: Overnight - \$63; Without Overnight - \$47.250

Gulf Shores/Mobile/Huntsville Per Diem:

Overnight - \$69; Without Overnight - \$51.75

Standard: Breakfast - \$16; Lunch - \$19; Dinner - \$28

Gulf Shores/Mobile/Huntsville:

Breakfast - \$18; Lunch - \$20; Dinner - \$31

If approved, a purchase order(s) should be opened on expenses associated with this form.

