

DEL VALLE ISD
REQUEST FOR LEAVE TO ATTEND PROFESSIONAL CONFERENCE/MEETING

A) Name	<input style="width: 95%;" type="text"/>	Today's Date	<input style="width: 95%;" type="text"/>
Campus/Department	<input style="width: 95%;" type="text"/>	Grade Level/Position:	<input style="width: 95%;" type="text"/>

B) Destination(City/State) <input style="width: 95%;" type="text"/>			
Title of Conference <input style="width: 95%;" type="text"/>			
Purpose of Travel	<input style="width: 250px; height: 60px;" type="text"/>	First Session Begins	Date <input style="width: 50px;" type="text"/> Time <input style="width: 50px;" type="text"/> AM/PM
		Last Session Ends	Date <input style="width: 50px;" type="text"/> Time <input style="width: 50px;" type="text"/>
		Anticipated Departure	Date <input style="width: 50px;" type="text"/> Time <input style="width: 50px;" type="text"/>
		Anticipated Return	Date <input style="width: 50px;" type="text"/> Time <input style="width: 50px;" type="text"/>
Campus Improvement Plan #	<input style="width: 70px;" type="text"/>	Hotel \$	<input style="width: 100px;" type="text"/> DP # <input style="width: 50px;" type="text"/>
Estimated Costs	Airfare \$ <input style="width: 70px;" type="text"/>	Hotel arrangements are made by campuses/ departments/employees A copy of hotel confirmation must be attached to direct pay for process check	
	Car Rental \$ <input style="width: 70px;" type="text"/> PO # <input style="width: 70px;" type="text"/>	Meals \$	<input style="width: 150px;" type="text"/>
	Mileage \$ <input style="width: 70px;" type="text"/>	Registration Fee \$	<input style="width: 100px;" type="text"/> PO # <input style="width: 130px;" type="text"/>
	* Other \$ <input style="width: 70px;" type="text"/>		
*Identify Other: <input style="width: 95%;" type="text"/>			

C) <div style="float: right; text-align: right;">(X)</div> <div>I request advance payment for meals/mileage</div> <div>I do not request advance payment for meals/mileage</div>	<div style="text-align: right;">(X)</div> <div>I request pre-registration</div> <div>If you do not register by purchase order, please attach 3 completed registration form and mark box above to pre-register.</div> <div>I do not request pre-registration</div>
Account Code # <input style="width: 150px;" type="text"/> \$ <input style="width: 80px;" type="text"/>	Total Estimated Travel Costs: \$ <input style="width: 120px;" type="text"/>
Account Code # <input style="width: 150px;" type="text"/> \$ <input style="width: 80px;" type="text"/>	Receipts are required for all Federal Funds Expenses
Account Code # <input style="width: 150px;" type="text"/> \$ <input style="width: 80px;" type="text"/>	Employee Electronic Signature <input style="width: 250px;" type="text"/>

D) Pre-Travel Approval Signatures <div>Principal/Department Head <input style="width: 250px;" type="text"/></div> <div>Asst. Supt./Designee <input style="width: 250px;" type="text"/></div>	Business Office Dept. <div>Asst. Supt./Designee <input style="width: 250px;" type="text"/></div> <div>Supt. Approval Out of State <input style="width: 250px;" type="text"/></div>
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E) Business Office Use Only <div>Conference Pre-Registration using attached form:</div> <div>Vendor: <input style="width: 150px;" type="text"/> Pa# <input style="width: 100px;" type="text"/></div> <div>Amount \$ <input style="width: 120px;" type="text"/> A/P approvals <input style="width: 150px;" type="text"/></div>	Business Office Use Only <div>Employee Advance</div> <div>Amount \$ <input style="width: 120px;" type="text"/> Ck. No. <input style="width: 100px;" type="text"/></div> <div>Received by: <input style="width: 250px;" type="text"/></div>
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We do not give cash advances for Airfare, Car Rental, Hotel or Registration
Original copy with signatures must be forwarded to Business Office