**TRAVEL CONFERENCE AND FIELD TRIP REQUEST FORMS INSTRUCTIONS**

There are 2 types of forms:  travel conference and field trip forms.  Both are available as forms that can be completed on your computer or printed and completed by hand in pen.  Whether there is an up-front cost required (i.e. registration, hotel, tickets for students, etc.) or not the process is the same:

Employee completes the form. Attach itinerary or something from the conference or field trip for audit purposes (can be downloaded from website). You can register for conference, hotel, flight, tickets for students, etc. and attach copies of EVERYTHING so we know what has been done and needs to be done. If you were not able to register be sure to include link, email or instructions. Include mileage and meals if appropriate. If there is no cost, please put a $0 under the Estimated Amount. Include AESOP number if substitute is required. Include chart string for payments.

*For Teachers and Staff:*

1. Requestor to complete form(s), sign, date, include chart string

2. Department Chair approval and signature

3. To school secretary to verify completeness and for Principal approval and signature

4. School secretary will send to Jackie Resendiz for District signature

5. Jackie will give to Leea Powell to complete processing

I process and pay for whatever requires payment up front with credit card or PO so please include as much information as possible to avoid delay. We keep the original here.  When complete, I send a calendar invite out with all files attached to the school site secretary, Jackie Resendiz and to the requester.

In order to complete everything on time, I need to have the request at least 15 business days in advance of the event. For requests received later than that we may not be able to accommodate registration, hotel, and/or flight.

Leea Powell, Business Services Assistant

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