

**DISTRICT 204 TRAVEL**

**APPLICATION TO ATTEND A PROFESSIONAL MEETING**

\_\_\_\_\_  
NAME SCHOOL

\_\_\_\_\_  
DATES OF MEETING CITY & STATE

\_\_\_\_\_  
MEETING OR CONVENTION/ SPONSOR ORG. AMOUNT

CAR RENTAL  
ACCOUNT NO. \_\_\_\_\_ X \_\_\_\_\_

LIMO  
ACCOUNT NO. \_\_\_\_\_ X \_\_\_\_\_

AIRFARE  
ACCOUNT NO. \_\_\_\_\_ X \_\_\_\_\_

HOTEL  
ACCOUNT NO. \_\_\_\_\_ X \_\_\_\_\_

MEALS  
ACCOUNT NO. \_\_\_\_\_ X \_\_\_\_\_

CONFERENCE REGISTRATION FEE  
ACCOUNT NO. \_\_\_\_\_

TOTAL ESTIMATED EXPENSES \_\_\_\_\_

MINUS PERSONAL REIMBURSEMENT \_\_\_\_\_

TOTAL CREDIT CARD EXPENSE \_\_\_\_\_

SIGNATURE OF APPLICANT \_\_\_\_\_

SIGNATURE OF PRINCIPAL/SUPERVISOR \_\_\_\_\_ DATE: \_\_\_\_\_