



Kannapolis City Schools Prior Approval for Travel Form

Instructions:

Prior Approval Travel Form:

Once the prior approval travel form is completed, submit to your Principal for approval. Once the Principal has approved the travel, submit the form to the Program Director or to the office of the Assistant Superintendent. Once approved by the Assistant Superintendent, the form will be submitted to the office of the Superintendent. After all required signatures are collected, the form will be returned to your school. *Please submit forms 2 weeks prior to travel.

Travel Reimbursement Form:

Within 2 weeks of returning from the workshop, please complete a travel reimbursement form for your expenses. You can find this form on the KCS website (http://www.kcs.k12.nc.us/departments/business_operations/financial_forms). In order for the finance department to process your reimbursement, the following items must be attached to your travel reimbursement (for auditing purposes):

- Approved Prior Approval for Travel Form
- Hotel Bill/Receipts
- Registration Fee Receipts
- Parking Fee Receipts

NOTE: *If overnight stay was necessary, you will need to attach a copy of the agenda for the training to the travel reimbursement form in order to receive payment.

Name:

Date of Submission:

School:

Name of Professional Development:

Location of Professional Development:

Departure Date:

Return Date:

Overnight Stay Needed:

Yes

No

Funding Code for Travel:

Funding Code for Substitute (if needed):

Principal's Approval: *Signature Required*

Program Director's Approval:

Assistant Superintendent's Approval:

Superintendent's Approval:

This request for travel is:

Date:

Approved

Denied