REQUEST FOR TRAVEL/ 5 OR MORE PARTICIPANTS OR GREATER THAN \$5,000 APPROVAL

<u>Directions:</u> Complete a form for each individual in the district requesting to attend the event. Incomplete forms and those without the required documentation and signatures will be returned unsigned district. All travel must have prior board approval. For information related to lodging and per diem rates, refer to http://lwww.gsa.qov, and for eligible subsistence/reimbursement, refer to N.J.S.A. 18A: 11-12; N.J.A.C. 6A:23A-5.8; 5.9 and New Jersey 0MB **Circulars:** 06-14-0MB and 08-19-0MB.

District Name:	Request Submission Date:
Township of Union Board of Education	September, 2017
Name of Event:	Event Location:
NJSBA Workshop 2017	Atlantic City, New Jersey
District Contact Name:	
Gregory E. Brennan, School Business Administrator/Board Phone: 908-851-6411 Fax: 908-964-1462	Secretary
JUSTIFICATION OF NEED	
Superintendent Signature:	Date: September, 2017
District Board of Education approval date: September, 2017	

REQUEST FOR TRAVEL/ 5 OR MORE PARTICIPANTS OR GREATER THAN \$5,000 APPROVAL

PARTICIPANTS' NAME(S) TITLE Departure Date/Time Returning Date/Time				
Departure Date: October 2	23, 2017			
Return Date: October 26, 2	2017			
Indicate type of Travel Ev	<u>/ent</u> :	Seminar Convention/Conference		
	Retreat	t Other (specify)		
FUNDING BREAKDOW	N			
Registration:	Meals:	Other Costs:		
Airfare: 0 **Lodging:	Parking: Taxi: \$	Total Reques	ted: \$	
* Other Costs (provide exp	planation and breakdo	wn):		
Account(s) Budgeted: 724	2/11-000-230-580-01-	23-0060 Total Amount in B	udgeted Account: \$7,000.00	
*** For lodging, indicate	if the hotel is the site	of event/conference: YESY_	No	
List goals and objectives fr	om the district's Profe	essional Development Plan:		
For Cou	ınty Office Use Only			
	·			
Approval Granted:	Request Denie	d:	No Action Taken	
Approved Costs:		Management of the Company of the Com		
Registration: \$	Meals: \$		Other Costs: \$	
Airfare: \$ dging \$	Parking: \$ Taxi: \$	Total Approved: \$		
Executive County Superint	endent Signature	Date		