

DEPARTMENT OF STUDENT SERVICES/SPECIAL EDUCATION  
TRAVEL AUTHORIZATION REQUEST

- Download the Travel Authorization/Reimbursement form at <http://isd742.org/StaffNET/forms/travelauthorization.pdf> and complete the estimated expenses section of the form. This information can be completed on-line. Print, sign, and make a copy for yourself.
- After securing approval from your building administrator, forward the request to your special education supervisor for approval.
- Requests will be reviewed every Wednesday. The Executive Director of Student Services/Special Education will give final approval and the request will be forwarded to Jean Euteneuer to process the registration. You will receive an email indicating that you have been granted approval and what expenses will be reimbursed.
- Upon returning from the conference, send your copy of the Travel Authorization/Reimbursement form indicating your departure and return date(s) and time(s), mileage total (if applicable), and any necessary receipts (meals, parking, etc).
- Download a copy of the In-Service/Conference Evaluation form <http://isd742.org/specialeducation/inserviceeval.pdf> from the Student Services web site. Complete and return. Expenses will not be reimbursed unless this form is submitted with your reimbursement request.
- If a substitute teacher was secured for the conference/workshop, be sure to clearly indicate the activity on the sub timecard and inform the building secretary to submit to Student Services for processing.

If you have questions about this process, talk with your special education supervisor and/or Jean Euteneuer.