



Englewood Public School District  
12 Tenafly Road  
Englewood, NJ 07631

**REQUEST FOR WORK-RELATED TRAVEL – ONE-DAY TRIP(S)**

Requested by: \_\_\_\_\_ Date: \_\_\_\_\_

*Note: This form can be used for more than one person, if all are attending the same event(s).*

Meeting/Conference Title and Location: \_\_\_\_\_

Purpose of Meeting/Conference: \_\_\_\_\_

Date(s) of One-Day Trip(s): \_\_\_\_\_

List the following information for each individual requesting to attend this/these event(s):

Name	School	Position

On the reverse side of this form, please complete the Estimated Cost Information for the requested one-day trip(s) for each individual.

**IMPORTANT!**

- All requests for work-related travel must have a meeting agenda or program attached to verify the validity of said requests.
- All requested travel must be approved by the Englewood Board of Education. No request will be considered unless it is submitted at least 30 days prior to the date of the trip, so that it can be placed on the meeting agenda for approval by board members in a timely fashion. Upon approval by this body, a requisition may be generated to pay for the registration fee, if applicable. **DO NOT** pay out-of-pocket for the registration fee in advance of Board approval of the trip request(s). In accordance with Title 18A:8A, such action would constitute a violation of public purchasing law.
- Upon completion of this form, please submit it to the Office of the Superintendent of Schools for initial review and approval.

ESTIMATED COST INFORMATION

(1) Name	(2) *Trans	(3) Tolls/Park	(4) Reg. Fee	(5) Account(s) to be Charged	(6) Total	(7) **Sub	(8) ***GTBN
1.							
2.							
3.							
4.							
5.							

Total \_\_\_\_\_

\*Transportation -- personal auto, bus, taxi, or train

**Note: Use of personal auto or taxi shall be calculated at \$0.31 per mile.**

\*\*Cost of Substitute Teacher \*\*\*Grand Total By Name

Approval by immediate supervisor: \_\_\_\_\_

Signature

Date

**For Business Office Use Only**

Initial approval of work-related travel request: \_\_\_\_\_

Superintendent of Schools

Date

Are sufficient funds in the budget to cover the projected cost? Yes \_\_\_ No \_\_\_

Business Administrator/Board Secretary

Date

Approved/Disapproved by Englewood Board of Education: \_\_\_\_\_

EBOE Meeting Date

\_\_\_ Approved \_\_\_ Disapproved



Englewood Public School District  
Business Office, Room 102  
12 Tenafly Road • Englewood, NJ 07631

**Instructions for Completing Estimated Cost Information re:  
Request for Work-Related Travel – One Day Trip(s)**

Below are the instructions for completing the Request for Work-Related Travel form.

**Column 1:** Enter the name(s) of the individual(s) requesting to attend an event associated with work-related travel.

**Column 2:** Enter the estimated cost of transportation re: use of personal auto, bus, taxi, or train for each individual.

**Column 3:** Enter the estimated cost of tolls/parking for each individual.

**Column 4:** Enter the registration fee for each individual.

**Column 5:** Enter the estimated cost of transportation, tolls/parking, and registration fees to be charged against the appropriate budget account(s). Please note that estimated costs associated with transportation and tolls/parking (columns 2 and 3) should be charged to the same account, while estimated costs involving registration fees (column 4) should be charged against another account. If you have any questions about the specific account(s) which should be charged with respect to the cost centers referenced, please call the Business Office (ext. 6240).

**Column 6:** Enter the total amount which should be charged to the respective account(s).

**Column 7:** If applicable, enter the cost of the need for a substitute teacher to replace any teacher who will be on work-related travel. *(Note: The cost of a substitute teacher for all schools is \$100.00 per day, with the exception of A@E which is \$110.00 per day).*

**Column 8:** For each individual, add and enter in this column the cost associated with each account to be charged (column 5), plus the cost of a substitute teacher (column 7).