



Englewood Public School District  
Business Office/DMHS  
274 Knickerbocker Road • Englewood, NJ 07631

**Instructions for Completing Estimated Cost Information re:  
Request for Work-Related Travel – Overnight/Out-of-State Trips**

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 re: per diem charges for accommodations, meals and incidentals for each individual. Be mindful of GSA limitations on per diem charges for lodging and meals.

**Column 3:** Enter the estimated cost of transportation re: use of personal auto, bus, taxi, or train for each individual.

**Column 4:** Enter the estimated cost of tolls/parking for each individual.

**Column 5:** Enter the registration fee for each individual.

**Column 6:** Enter the appropriate account(s) to be charged for all anticipated work-related travel costs for each individual. 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 7:** Enter the total amount which should be charged to the respective account(s) for each individual.

**Column 8:** If applicable, for each individual, enter the cost of the need for a substitute teacher to replace any teacher who will be absent due to 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 9:** For each individual, add and enter the total cost associated with each account to be charged (column 7), plus the cost of a substitute teacher (column 8).

**Note: Please do not enter any information in the shaded areas of the form.**