

Dorchester Educators Travel and Expense Request Form

1. Please complete this form when requesting approval for any reimbursement, including travel.
2. Trip request must be approved prior to processing registration, reserving hotel accommodations, etc.
3. This request must be submitted to the DE President at least two weeks in advance (if feasible).
4. Executive Board and/or Representative Assembly approval is also needed for events costing over \$1,000.
5. Attach approved form to receipts for reimbursement.

DATE OF REQUEST	_____
ATTENDEE(S)	_____
SCHOOL/DEPARTMENT	_____
EVENT	_____
DATE OF EVENT	_____
LOCATION	_____
PURPOSE OF EVENT	_____

ESTIMATED COST FOR THE FOLLOWING:	
REGISTRATION	\$ _____
HOTEL	\$ _____
AIRFARE	\$ _____
MEALS	\$ _____
MILEAGE	\$ _____
OTHER (Please explain.) _____	\$ _____
TOTAL ESTIMATED EXPENSES	\$ _____ -

OFFICE USE ONLY	<input type="radio"/> (circle one) APPROVED	<input type="radio"/> NOT APPROVED
PRESIDENT'S SIGNATURE	_____	DATE
	SIGNATURE	

APPROVED BY R.A. or EX. BD. ON _____ (if total request is more than \$1,000)
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