
SPECIAL EDUCATION TRAVEL REQUEST (SED-P021)

WENATCHEE SCHOOL DISTRICT

1.0 SCOPE:

- 1.1 This outlines the procedure for Special Education staff members to follow in order to attend a conference or workshop funded by the Special Education Department.

The online version of this procedure is official; therefore, all printed versions are unofficial copies.

2.0 RESPONSIBILITY:

- 2.1 Director of Special Education, Assistant Director of Special Education, Special Education Secretary, appropriate Special Education staff members

3.0 APPROVAL AUTHORITY:

- 3.1 Director of Special Education or Assistant Director of Special Education

4.0 DEFINITIONS:

- 4.1 None

5.0 PROCEDURE:

- 5.1 Staff member meets with department or building administrator to discuss possibility of travel to attend a conference or workshop.
- 5.2 Special Education staff member completes Travel Requisition AP-01-04.
 - 5.2.1 The staff member contacts the hotel for reservations and includes room cost, applicable taxes, reservation number, hotel address, and hotel phone number on the form.
 - 5.2.2 The staff member completes the form for meals and mileage workshop and sub costs.
 - 5.2.3 The staff member completes a Request for Advance Travel Expenses AP-02-05 for meals and mileage, if applicable.
- 5.3 Completed Travel Requisition forms and conference flyer are sent to Special Education Director for review.
 - 5.3.1 Incomplete forms are returned to the staff member.
 - 5.3.2 If the request meets department needs and is within budget, the staff member is notified and the Travel Request is sent to the district office to be processed.
 - 5.3.3 If the request is denied, the staff member is informed of the decision and the reason the request was denied.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Travel Requisition AP-01-04
- 6.2 Request for Advance Travel Expenses AP-02-05

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6.3 Conference or Workshop Flyer

7.0 RECORD RETENTION TABLE:

<u>Identification</u>	<u>Storage</u>	<u>Retention</u>	<u>Disposition</u>	<u>Protection</u>
Travel Requisition Form AP-01-04; Request for Advance Travel Expenses Form #AP-02-05	Secretary to the Special Education Director's File	Five years	Discard as desired	Fireproof

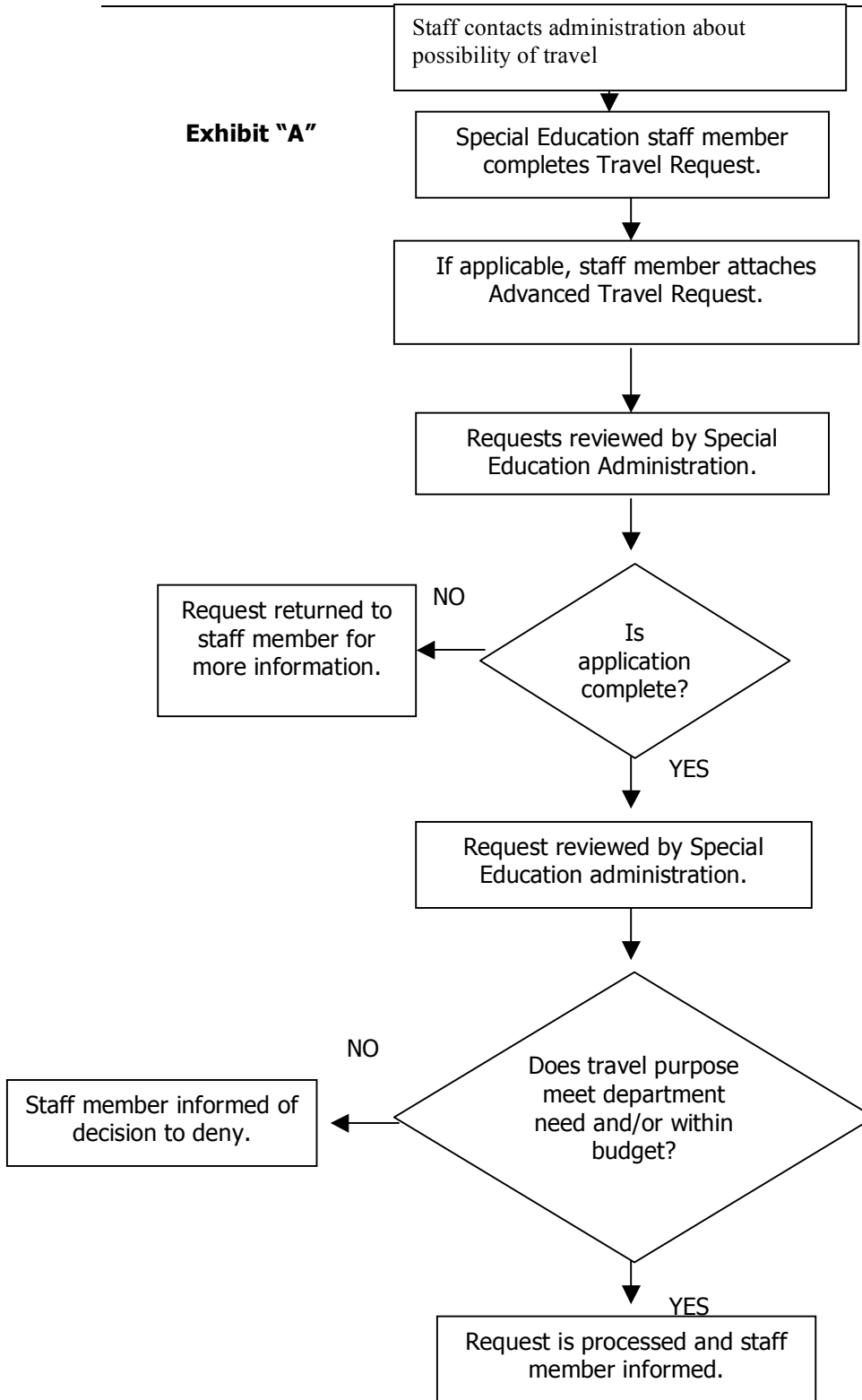
8.0 REVISION HISTORY:

<u>Date:</u>	<u>Rev:</u>	<u>Description of Revision:</u>
11-May-01	A	Original Release
25-Jan-02	B	Clarified job title in 5.1.1 and 5.2
04-Nov-04	C	Added "or Assistant Director of Special Education" to Approval Authority
2-Oct-08	D	Changed wording in 5.1 and 5.2, deleted 5.3; changed form numbers on Travel Requisition and Advanced Travel Request

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Exhibit "A"



**** End of procedure ****