



Approved Travel Request Notification
 Trip ID #: 1012345678
 Location: Los Angeles, CA
 Requester: Jane Doe
 Requester Title: Teacher
 School: Lincoln High School
 Requester Email: jane.doe@lausd.net
 Requester Phone: 310-555-1234
 Requester Fax: 310-555-5678
 Requester Address: 1234 Main St, Los Angeles, CA 90001
 Requester City: Los Angeles
 Requester State: CA
 Requester Zip: 90001
 Requester Country: USA
 Requester Currency: USD
 Requester Language: English
 Requester Timezone: PST
 Requester Date Format: MM/DD/YYYY
 Requester Time Format: HH:MM:SS
 Requester IP Address: 192.168.1.1
 Requester User Agent: Mozilla/5.0 (Macintosh; Intel Mac OS X 10_10_2; rv:42.0) Gecko/20100101 Firefox/42.0

LOS ANGELES UNIFIED SCHOOL DISTRICT

DIVISION OF INSTRUCTION

Career Technical Education Unit

2019-2020 Perkins Travel/Conference Request for Funding

Line Item	Item Description	Quantity	Unit Price	Total Price
1	Travel/Conference	1	\$1,000.00	\$1,000.00
Total				\$1,000.00

Expense Type	Expense Description	Amount	Date	Perkins Fund	Requester Code
TRAVEL	Travel/Conference	\$1,000.00	10/15/2019	520002	1000
Total		\$1,000.00			

CTE teachers must complete the information below for each travel/conference funding request to be approved by Central Office **3 weeks prior to the event date**. **SUBMISSION OF THIS FORM DOES NOT GUARANTEE FUNDING**. Requests will be reviewed for pathway relevance and funding availability. It is the teacher's responsibility to adhere to District policies and guidelines for in-state and out-of-state travel; refer to LAUSD Bulletin 5525.2, entitled *District Policy for Travel and Attendance at Conferences or Conventions*, dated July 1, 2014. Additional resources available at: <http://achieve.lausd.net/page/862>.

Teacher Name: _____ Date: _____

Name of School: _____ Pathway: _____

Name of Advisor: _____

Name of Conference: _____

Date(s): _____

Location: _____

Rationale: _____

Total Amount: Including registration, travel, lodging, per diem \$ _____

Will a sub be required? Yes No How many working days? _____

NOTE: Perkins funds may be used to provide CTE teacher replacement time during assigned hours. Perkins funds CANNOT be used to pay for a sub; sub must be funded by the school site.

For Central Office Use:

Perkins Funding Lines: (to be applied on a reimbursement basis for approved eligible expenses)

Travel/Conference (520002) _____

Teacher Replacement Time (110001) _____

Central Office

Approved by: _____ Date: _____

School Travel Request Submittal Flowchart sent to teacher