

Middlesex County Magnet Schools
Employee Travel Request Form - Seminar/Conference Travel

Employee _____
Employee Title _____
Event Name _____
Location _____

Date _____
Event Date _____
Total Days of Travel _____

Training needed for:

- ☐ Certification required for employment
- ☐ Continuing education requirements
- ☐ Requirement for federal or state law
- ☐ Related to current program or soon to be implemented program
- ☐ Related to school district operations

Travel funding source:

- ☐ Federal Grant ☐ State Grant ☐ Local District Funds

Travel request source:
(check only one)

- ☐ Required by Supervisor/Administration
☐ Requesting contractual professional development stipend

Primary purpose for travel:

Key areas to be addressed:

Relevance of training to improving instruction or operations:

Justification of the importance of individual attending the event
(to be completed by supervisor, principal or department heads):

Supervisor signature

Employee Certification

The undersigned certifies the following:

I own the personal automobile used for travel that will be reimbursed by the district.

I maintain current auto liability insurance on the vehicle used for district travel.

If I travel by air, I will not accept any frequent flyer miles.

If I receive any airline vouchers as a result of delayed flights, I will relinquish them to the District.

Employee signature