SWEETWATER UNION HIGH SCHOOL
DISTRICT PLANNING LOG
RQ_____

EMPLOYEE NAME: _____ **SITE:** _____ **SSN (last 4):**_____

Last Name First Name

Important: Must provide back-up documentation for ALL expenses entered (except for food) * Conferences totaling $2,500 require board approval

*** Any additional costs incurred after planning log approval will not be reimbursed.**

Conference Name: _____ **Location:** _____

Budget: _____ City State

Conference Dates: _____

Departure Time: _____ **AM/PM (Circle One)** **Return Time:** _____ **AM/PM (Circle One)**

Fill in Dates of Conf.--->

REQUISITION # If registration was paid separately: ▼

		Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	TOTAL
		_____	_____	_____	_____	_____	_____	_____	_____
REGISTRATION									
HOTEL*									
FOOD									
Breakfast	$ 10.00								
Lunch	$ 15.00								
Dinner	$ 31.00								
Incidentals	$ 5.00								
TOTAL FOOD		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TRANSPORTATION									
Air (Minus early bird check-in / Xtra luggage)									
Shuttle, Taxi, etc.									
Train									
Auto _____ miles x	0.58								
Parking (Airport/ Hotel/Conf. location)									
Car Rental									
TOTAL TRANSPORTATION		0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
								Total Estimated Costs	$ 0.00

** Hotel costs should include all additional fees including but not limited to taxes, resort fees, and other local charges.*

Daily meal allowance is allowable according to the following time guidelines (for out of San Diego County):

Entering travel status by departing:	**Coming off travel status by returning:**
1. 8am or before for breakfast	1. After 10am for breakfast
2. Before 2pm for lunch	2. After 2pm for lunch
3. Before 6pm for dinner	3. After 6pm for dinner

Employee's Signature (I will process the expense log envelope within 30 days of the event)

Approved by Principal/Director

Approved by Assistant Superintendent

Note: Submit this log with signed Leave of Absence, back-up documentation for every amount, etc.
Send to the Assistant Superintendent's office. Once approved, the documents will be sent to the site.

Indicate on requisiton information regarding hotel sharing (list employees), carpooling, and other pertinant information.

Rev: 6/13/18