

ACT Estimated In/Out of State Travel Authorization Worksheet

This attachment is required for all Travel Authorizations (TA) for ACT Dept.

Employee: _____ Worksite: _____ Sch. Phone &Ext. # _____

Event: _____ Your Cell # _____

Will you have other responsibilities during this event, i.e. judging? List _____

Departure date: _____ Return date: _____

Number of chaperones assigned to your students: _____ # Students attending: _____

Names of all chaperones receiving financial compensation from ACT associated with your trip:

Are you chaperoning for another school? Yes / No (circle one) which school? _____

Description	ACT Sponsored	Internal Acct.	Other Comments – <i>(Are the expenses listed below for you and/or your entire group?)</i>
Registration – Reimburse Payee upon return with proper documentation	\$	\$	Reg. Cost. \$ _____ x _____
Your Meals	\$	\$	
Hotel – Forward hotel confirmation if ACT is prepaying	\$	\$	Rate \$ _____ x _____ Nights x _____ Rms
Your Mileage/Parking (Attach MapQuest)	\$	\$	
Ground Trans. Airport Shuttle / Taxi	\$	\$	
Est. Airfare/ Bus (circle one)	\$	\$	
Your Rental Car - Must be a certified driver	\$	\$	
Your Fuel for Rental Car	\$	\$	
Your Hours of Chaperoning - Max. 12 hrs. daily, ACT Time Card required upon return	\$	\$	
Your Subs for TA (\$100 per day)	\$	\$	Sub Name: _____
Other -	\$	\$	
Total Estimated Expenses	\$	\$	
<i>Remember to Enter your ATD in HCM Module Also</i>			

This is a summary of all expenses. All CTE TAs must have a Misc. line using an ACT Chart String provided to Route to ACT for Approval – Object Supplies for one cent.

1-Prof. Dev. Registration: ACT requests registration to be paid by school, club or person attending, if approved will be reimbursed.

2-Hotel Reservation: Forward a reservation confirmation(s) for prepayment once arrangements are made or with your TA.

3-Meals: Reimbursed only for advisors during the national conferences and certain professional development events. No meals will be paid in advance of a trip. Other meals can be paid using your internal accounts should you choose this as a team.

4-Receipts for registration, parking, shuttles, taxi, baggage, tolls, fuel, mileage, etc. must be attached to your Expense Report. Your approved TA must be imported to the Exp. Report. Attach a copy of the credit card used unless receipt indicates cash used. Please cover all but your name and the last 4 digits of your credit card number or provide a redacted statement showing the expense posted.

5-Van Rental: Rental Invoices must be attached to Expense Report to claim fuel reimbursement.

The above expense are only estimates and are subject to change as event nears.