

**Nantucket Public Schools
Travel Request Form
(Attach this form if your Professional Development Activity is off-Island)**

Name:	School:	Position:
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Title/Type of Activity*	Date(s):	Location

Preferred Method of Travel				
	Date	Time of Departure	Date	Time of Return
Hy-Line (\$63.80 RT)				
Steamship (approx. \$38.00 RT)				

Rental Car				
	Date	Time of Departure	Date	Time of Return
Thrifty (approx. \$60/day)				

Hotel*					
	Hotel Name	Phone #	# Rooms	# Nights	Total Hotel Estimate
Hotel needed? Y/N					

***You are responsible for making hotel arrangements and to submit an Expense Report no later than 30 days after travel.**

- All travel expenses must be estimated regardless of payment method. (i.e. Purchase Order, travel reimbursement, etc.)
- Enter estimated amount for each category, as applicable.
- "Other" includes any remaining costs not listed about, i.e. gasoline, tolls, parking fees, turnpike charges, telephone calls, fax charges, taxis, shuttles, and other authorized fees/charges associated with the trip.

Total Estimated Cost of Trip	
Registration	
Air/Boat Fare	
Auto Rental	
Lodging	
Supplies	
Other	
**TOTAL:	

****Carry Estimated Total to Professional Development Approval Form**