



SCOTCH PLAINS-FANWOOD PUBLIC SCHOOLS

TRAVEL REPORT

PO Number: _____
(if known)

Directions: This report must be completed **within two weeks** of the virtual, or in-personal attendance, of a training, seminar, convention, conference, or retreat, that requires Board approval for reimbursement or payment.

Attendees must provide a **brief** report that includes a description of the primary purpose for the travel, and a summary of the goals and key issues that were addressed at the event and their relevance to improving instruction or the operation of the school district. ***P.L. 2007, c. 53; travel requirements at N.J.S.A. 18A:11-12***

The Business Office requires an Invoice to pay for purchase orders. If you receive an invoice from the vendor, please forward it, along with this form.

Name: _____

School / Department: _____

Dates(s) of Event: _____

Date of Report: _____

Event Location: _____

Brief Description of the primary purpose for the event:

Summary of the goals and key issues that were addressed at the event:

The relevance of the items discussed at the event, to improving instruction or the operation, of the school district: