

CONFERENCE/TRAVEL REQUEST FORM

Submit your request in a timely manner to meet the registration deadline!

NAME	DATE

AGENCY SPONSORING THE CONFERENCE _____
(attach registration form)

DATE(S) OF CONFERENCE _____ **LOCATION** _____

PURPOSE OF CONFERENCE _____

ARRIVAL DATE:
DEPARTURE DATE:

Please list the anticipated costs:	Budget Code(s):
a. Registration \$	
b. Lodging \$ X Nights=\$	
c. Meals Per Diem \$ X Nights=\$	
Meal expenses are reimbursed for overnight trips.	

d. Transportation: <input type="checkbox"/> I will be applying for a school vehicle <input type="checkbox"/> I will be requesting authorization to take my own vehicle *		
<small>*Mileage reimbursement is at the rate approved by the School Board (\$0.575/mile) to and from the conference site only. This expense is only reimbursable if a transportation request was filed, but a school vehicle was not available on the date(s) requested.</small>		
<table style="width: 100%;"> <tr> <td style="width: 50%;">e. Other \$</td> <td style="width: 50%;">Supervisor's Signature</td> </tr> </table>	e. Other \$	Supervisor's Signature
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Conference requests must be turned in to the Business Office 30 days prior to the conference.

Please review the following carefully:

In the event that you are unable to attend a conference for which you have been paid the lodging and meal per diem, **the District will require you, the individual,** to repay the per diem amounts. Please take care in planning your travel!

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 (See Policy DKC – Expense Authorization/Reimbursement)

I have read and do agree to the terms and conditions regarding staff travel.

Signature	Date
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Colorado Per Diem Rates for FY 2023

There are fifteen areas in Colorado for which location-specific per diem rates are specified by the federal government. For travel to areas within Colorado that do not have specified per diem rates, the general per diem rates are used.

The per diem rates shown here are effective beginning **October 2022**. For a full schedule of per diem rates by month and year for these areas, click on any of the Colorado destination names below.

General Colorado Per Diems:

\$98.00

per night lodging

\$59.00

per day meals

Destination	County	Meal Rate	Lodging Rate
Aspen	Pitkin County	\$79.00	\$188.00
Boulder / Broomfield	Boulder / Broomfield County	\$69.00	\$128.00
Colorado Springs	El Paso County	\$69.00	\$121.00
Cortez	Montezuma County	\$64.00	\$134.00
Crested Butte / Gunnison	Gunnison County	\$74.00	\$147.00
Denver / Aurora	Denver / Adams / Arapahoe / Jefferson County	\$79.00	\$199.00
Douglas	Douglas County	\$69.00	\$115.00
Durango	La Plata County	\$74.00	\$179.00
Fort Collins / Loveland	Larimer County	\$69.00	\$113.00
Grand Lake	Grand County	\$79.00	\$164.00
Montrose	Montrose County	\$69.00	\$131.00
Silverthorne / Breckenridge	Summit County	\$79.00	\$185.00
Steamboat Springs	Routt County	\$79.00	\$135.00
Telluride	San Miguel County	\$79.00	\$197.00
Vail	Eagle County	\$79.00	\$208.00

Per-diems for other cities in Colorado:

If you are traveling to a city in Colorado that does not have a specific per diem rate the standard per-diem rates of **\$98.00 per night** for lodging and **\$59.00 per day** for meals and incidentals apply.