

EASA National Travel for School Administrators

Per the current [National Travel Rotation Schedule](#), designated administrators have the option of requesting attendance to a national conference during the current school year. Below are steps in how to obtain permission and request funding ...

National conference funding - up to \$2,500:

- 1) Administrator researches and selects a national conference – these are typically out of state **(locations exclude Las Vegas and Hawaii)**
- 2)
 - a. Prior to registration, hotel/air reservations - complete a [Travel Request](#) with conference information, expected expenses and a [EASA National Travel Funding Request Form](#)
 - b. Send both forms along with conference documentation to regional superintendent for review and signature
 - c. Regional superintendent will review, and if approved, sign then forward to HR
 - d. HR reviews and applies budget code(s)
 - e. HR sends the request to deputy superintendent and superintendent for final review/approval
 - f. If approved, HR sends original Travel Request to Accounting, and a copy to traveling administrator to begin conference registration and travel arrangements
 - g. At the conclusion of travel, the administrator is expected to complete and submit a [Conference Debriefing Form](#).

Note: If administrator has not accessed their yearly \$500 PD fund, those funds may be [requested](#) and applied to total funding.