

## Basic Instructions to complete and sign fillable PDF forms

(For detailed instructions with screen shots, please see the link on the Business Services Resources website)

- Download the form to your computer
- Open the form in Adobe – make sure that it does not open in a web browser such as Edge or Google
  - Once your form is downloaded, if it opens in the web browser do not begin to fill in the form. Close the web browser and go to your downloads folder to find the document.
  - Right click on the document and choose Open With, then open with Adobe Reader DC or Adobe Acrobat
  - If you do not have those choices, go to the Software Center on your computer and download Adobe Reader DC. *For assistance, please talk to IT. They should be able to help you download and set it as your default for pdf files.*
- Once it is opened in Adobe you should be able to fill in the information and digitally sign.
- To sign click in the signature box and follow the prompts for your digital signature.
  - If you have not set up a Windows Digital Signature, please do so at this time.
  - Make sure that you choose a Windows Digital ID, the other one will require a password and the Windows ID is available across all platforms.
- Before your signature is visible Adobe will ask you to save the form. Please save it with your initials so that you know it is the signed version.
- Once you have signed it you can email it to the next person who needs to sign it. If you are not sure who that is, send it to the Administrative Assistant in your Department.
  - For the digital signatures to work we need you to email the forms.
  - Please do not print and scan or hand carry them to the next person.

Please do not hesitate to reach out to me if you have any issues.

Thank you for your patience as we continue to work through this new way of doing things.

Sincerely,

*Gayle Jones*

Business Services

Data & Reporting Specialist

865-425-9046

jgjones@ortn.edu



## OAK RIDGE SCHOOLS TRAVEL AUTHORIZATION REQUEST

**Traveler** \_\_\_\_\_ **Email** \_\_\_\_\_

**Location** \_\_\_\_\_ **Phone Number** \_\_\_\_\_

**Total number of Professional Leave  
days entered in Skyward**

<b>TRAVELER</b> Departure Date _____ Time _____ <b>TRAVELER</b> Return Date _____ Time _____	<b>EVENT</b> Start Date _____ Time _____ <b>EVENT</b> End Date _____ Time _____
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**Destination:**      **City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip Code** \_\_\_\_\_

**Conference/Meeting Name** \_\_\_\_\_

**Purpose/Benefit to District** \_\_\_\_\_

**Type of Trip:** \_\_\_\_\_ **Other Specified** \_\_\_\_\_

### ESTIMATED EXPENSES

Estimated Expense	Payment Method	Estimated Cost	Estimated Expense	Payment Method	Estimated Cost
<b>Airfare</b> (Include ticket fee)		_____	<b>Lodging</b>	# Of Nights _____	Rate/night (inc. taxes & lodging fees) _____
<b>Roundtrip</b>		_____	Sharing? <input type="checkbox"/>		_____
<b>Mileage</b> (personal Vehicle)	Miles _____ x \$ .67	_____	<b>Meals</b>	Number of Days _____	GSA Per Diem Rates _____
<b>Rental Vehicle</b>		_____	For estimation purposes only. Meals provided by hotel or event should be deducted on your reimbursement form.		
<b>Other Transportation</b> (i.e. taxi, shuttle, metro)		_____	First/Last _____	Full _____	_____
			<b>Registration Fee</b>		_____
			<b>Other Expenses</b> (i.e. Gas for rental/district vehicle, Parking, Baggage Fees)		_____
			<b>TOTAL ESTIMATED COST</b>		

Account(s) to be expensed	% or \$

### APPROVALS

Signatures	Remarks / additional information.										
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; border-bottom: 1px solid black;"><i>Traveler's Signature</i></td> <td style="width: 30%; border-bottom: 1px solid black;"><i>Date</i></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Building/Department Signature</i></td> <td style="border-bottom: 1px solid black;"><i>Date</i></td> </tr> <tr> <td style="border-bottom: 1px solid black;"> </td> <td> </td> </tr> <tr> <td style="border-bottom: 1px solid black;"><i>Final Approval Signature</i></td> <td style="border-bottom: 1px solid black;"><i>Date</i></td> </tr> </table>	<i>Traveler's Signature</i>	<i>Date</i>			<i>Building/Department Signature</i>	<i>Date</i>			<i>Final Approval Signature</i>	<i>Date</i>	<p style="font-size: small;">If you have login credentials for the event, please include your login name and password below.</p>
<i>Traveler's Signature</i>	<i>Date</i>										
<i>Building/Department Signature</i>	<i>Date</i>										
<i>Final Approval Signature</i>	<i>Date</i>										

Note: Please click in signature box to create/insert digital signature. Save as pdf and forward to your admin assistant/bookkeeper/grant coordinator.



## OAK RIDGE SCHOOLS TRAVEL AUTHORIZATION REQUEST

### TRAVEL SPECIFIC INFORMATION

**Flights**

Preferred Departure Date \_\_\_\_\_ Preferred DepartureTime \_\_\_\_\_ Preferred Return Date \_\_\_\_\_ Preferred ReturnTime \_\_\_\_\_

**Note: Attach pdf of requested flights**

Flying from \_\_\_\_\_ Flying to Airport \_\_\_\_\_ Date of Birth \_\_\_\_\_

**Name as it appears on your drivers license.** \_\_\_\_\_

**Rental Vehicle**

Pick up Information Return Information Pickup/Return Location  
 Date \_\_\_\_\_ Time \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

**Lodging**

Check In Date \_\_\_\_\_ Check Out Date \_\_\_\_\_ Conference Hotel \_\_\_\_\_

Requested hotel \_\_\_\_\_

Street \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Hotel Website \_\_\_\_\_

Conference Website \_\_\_\_\_

First Time at Conference Yes No

Registration Type \_\_\_\_\_ Attendee Cell Phone \_\_\_\_\_

<b>Answer below</b>	Additional remarks / Additional Hotel Choices
Attendee Member or TN Educator License # (If applicable) _____	
How name should appear on badge? _____	
Your position at ORS _____	
If teacher, grade you teach _____	
If teacher, subject you teach _____	

### Meals and Incidentals breakdown

For per diem rates for your specific destination go to the GSA per diem website <https://www.gsa.gov/perdiem>

M&IE Full Day					
<b>M&amp;IE Daily</b>	<b>\$68.00</b>	<b>\$74.00</b>	<b>\$80.00</b>	<b>\$86.00</b>	<b>\$92.00</b>
<b>Breakfast</b>	\$16.00	\$18.00	\$20.00	\$22.00	\$23.00
<b>Lunch</b>	\$19.00	\$20.00	\$22.00	\$23.00	\$26.00
<b>Dinner</b>	\$28.00	\$31.00	\$33.00	\$36.00	\$38.00
<b>Incidentals</b>	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

M&IE First and Last Day					
<b>Day Total</b>	<b>\$51.00</b>	<b>\$55.50</b>	<b>\$60.00</b>	<b>\$64.50</b>	<b>\$69.00</b>
<b>Breakfast</b>	\$12.25	\$13.25	\$15.00	\$16.50	\$17.25
<b>Lunch</b>	\$14.00	\$15.00	\$17.00	\$17.25	\$19.50
<b>Dinner</b>	\$21.00	\$23.50	\$24.25	\$27.00	\$28.50
<b>Incidentals</b>	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75

Tennessee M&IE		
Location	Maximum Allowed	First/Last Day
All TN Locations not listed below	\$68.00	\$51.00
Knox (Knoxville)	\$74.00	\$55.50
Rutherford (Murfreesboro)	\$68.00	\$51.00
Davidson (Nashville)	\$86.00	\$64.50
Shelby (Memphis)	\$74.00	\$55.50
Williamson (Brentwood/Franklin)	\$86.00	\$64.50
Hamilton (Chattanooga)	\$74.00	\$55.50
Sevier (Gatlinburg/Pigeon Forge)	\$68.00	\$51.00

**Note: Lunch per diem for 1 day event is now \$15.00**