<u>Basic Instructions to complete and sign fillable PDF forms</u>
(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 <u>do not</u> 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 Window 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.
- <u>Before your signature is visible Adobe will ask you to save the form</u>. 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 [_____]

TRAVELER		**EVENT**	
Departure Date _____	Time _____	Start Date _____	Time _____
TRAVELER Return Date _____	Time _____	**EVENT** End Date _____	Time _____

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
Airfare (Include ticket fee)		_____
Roundtrip		_____
Mileage (personal Vehicle)	Miles _____ x $.70	
Rental Vehicle		_____
Other Transportation (i.e. taxi, shuttle, metro)		_____

Estimated Expense	Payment Method	Estimated Cost
Lodging # Of Nights _____	Rate/night (inc. taxes & lodging fees)	
Sharing? ☐		_____
Meals	Number of Days	GSA Per Diem Rates
For estimation purposes only. Meals provided by hotel or event should be deducted on your reimbursement form.	First/Last _____ Full _____	_____ _____ _____
Registration Fee		_____
Other Expenses (i.e. Gas for rental/district vehicle, Parking, Baggage Fees)		_____

Account(s) to be expensed	% or $

TOTAL ESTIMATED COST

APPROVALS

Signatures	Remarks / additional information.
	If you have login credentials for the event, please include your login name and password below.
Traveler's Signature _____ **Date** _____	
Building/Department Signature _____ **Date** _____	
Final Approval Signature _____ **Date** _____	

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 _____

Answer below	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

M&IE Daily	$68.00	$74.00	$80.00	$86.00	$92.00
Breakfast	$16.00	$18.00	$20.00	$22.00	$23.00
Lunch	$19.00	$20.00	$22.00	$23.00	$26.00
Dinner	$28.00	$31.00	$33.00	$36.00	$38.00
Incidentals	$5.00	$5.00	$5.00	$5.00	$5.00

M&IE First and Last Day

Day Total	$51.00	$55.50	$60.00	$64.50	$69.00
Breakfast	$12.25	$13.25	$15.00	$16.50	$17.25
Lunch	$14.00	$15.00	$17.00	$17.25	$19.50
Dinner	$21.00	$23.50	$24.25	$27.00	$28.50
Incidentals	$3.75	$3.75	$3.75	$3.75	$3.75

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

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