

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
 - If your form 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**

<p>TRAVELER Departure Date _____ Time _____</p> <p>TRAVELER Return Date _____ Time _____</p>	<p>EVENT Start Date _____ Time _____</p> <p>EVENT End Date _____ Time _____</p>
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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
Airfare (Include ticket fee)		_____	Lodging	# Of Nights _____ Rate/night (inc. taxes & lodging fees)	_____
Roundtrip		_____	Sharing? <input type="checkbox"/>		_____
Mileage (personal Vehicle)	Miles _____ x \$.67	_____	Meals	Number of Days _____ First/Last _____ Full _____	GSA Per Diem Rates _____
Rental Vehicle		_____	<i>For estimation purposes only. Meals provided by hotel or event should be deducted on your reimbursement form.</i>		
Other Transportation (i.e. taxi, shuttle, metro)		_____	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.												
<p><i>If you have login credentials for the event, please include your login name and password below.</i></p>													
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 80%; border-bottom: 1px solid black;">Traveler's Signature</td> <td style="width: 20%; border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Building/Department Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> <tr> <td style="border-bottom: 1px solid black;">Final Approval Signature</td> <td style="border-bottom: 1px solid black;">Date</td> </tr> <tr> <td style="height: 40px;"> </td> <td> </td> </tr> </table>		Traveler's Signature	Date			Building/Department Signature	Date			Final Approval Signature	Date		
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

<u>Pick up Information</u>	<u>Return Information</u>	<u>Pickup/Return Location</u>
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	\$59.00	\$64.00	\$69.00	\$74.00	\$79.00
Breakfast	\$13.00	\$14.00	\$16.00	\$17.00	\$18.00
Lunch	\$15.00	\$16.00	\$17.00	\$18.00	\$20.00
Dinner	\$26.00	\$29.00	\$31.00	\$34.00	\$36.00
Incidentals	\$5.00	\$5.00	\$5.00	\$5.00	\$5.00

M&IE First and Last Day					
First/Last Day Total	\$44.25	\$48.00	\$51.75	\$55.50	\$59.25
Breakfast	\$9.75	\$10.50	\$12.00	\$12.75	\$13.50
Lunch	\$11.25	\$12.00	\$12.75	\$13.50	\$15.00
Dinner	\$19.50	\$21.75	\$23.25	\$25.50	\$27.00
Incidentals	\$3.75	\$3.75	\$3.75	\$3.75	\$3.75

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