



STAFF TRAVEL REQUEST

Staff out-of-state travel requires School Board approval. This fully completed and signed document must be submitted to the Superintendent's Office at least 10 working days prior to a School board meeting.

Traveling Individual(s): _____

School and Department: _____

Meeting or Conference Title: _____
(Please attach flyers or other explanatory materials)

Destination: _____

Date(s) of Travel: _____ Type of Transportation: _____
(Please attach Itinerary)

Purpose/Objective of Trip: _____

<u>Expenses:</u>	<u>Estimate Cost</u>	<u>Budget Code</u>
Registration (attach details)	\$ _____	_____
Mileage, Airfare, etc.	\$ _____	_____
Lodging	\$ _____	_____
Meals (see available rate)	\$ _____	_____
Substitute	\$ _____	_____
Other (describe)	\$ _____	_____

Other information: _____

Requested by: _____ Signature _____ Date _____

*Manager of Chargeable Budget: _____ Signature _____ Date _____

*Principal/Supervisor: _____ Signature _____ Date _____
(If different than above)

*Form must be completed in full and signed before seeking approval by the School Board

.....
SCHOOL BOARD ACTION: Approved _____ Denied _____ Date _____