



STAFF TRAVEL REQUEST

All forms associated with this Travel Request (Purchase Order, Registration, Transportation Request, etc.) should be attached for processing after Board approval. Out-of-state travel requires School Board approval. This Travel Request must be submitted at least 10 working days prior to a School Board meeting.

Traveling Individual(s): _____

School/Department: _____

Meeting/Conference Title: _____

Destination: _____

Date(s) of Travel: _____ Type of Transportation: _____

Purpose/Objective of Trip: _____

Forward Travel Request to the Office of the Superintendent for approval by the School Board

Table with 3 columns: Expenses, Estimated Cost, Budget Code. Rows include Registration, Mileage, Airfare, Lodging, Meals, Substitute, Other, and Other information.

Employee: _____ (Signature) Date: _____

*Manager of Chargeable Budget: _____ (Signature) Date: _____

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

*Must be signed by all parties before seeking approval by the School Board

SCHOOL BOARD ACTION: ___ Approved ___ Disapproved Date: _____