



STAFF TRAVEL REQUEST

Employee is responsible for processing all forms associated with this Travel Request (such as Purchase Order, Registration, Transportation Request, etc.) after Superintendent's approval. Out-of-state travel requires Superintendent's approval. This Travel Request must be submitted at least 15 working days prior to travel.

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

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

Employee: _____ Date: _____
(Signature)

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

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

*Must be signed by all parties before seeking approval by the Superintendent

SUPERINTENDENT ACTION: ___Approved ___Disapproved Date: _____