

**TRAVEL REQUEST FORM**

School \_\_\_\_\_

EMPLOYEE'S NAME(S): \_\_\_\_\_

Today's Date \_\_\_\_\_

**Forward to Central Office for Board Approval**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Trip/Name of Workshop \_\_\_\_\_

**ITEMS NEEDING FUNDING** (Check all that apply) 

- Registration Fee**
- Hotel** (if purchase orders are accepted)
- Mileage Reimbursement* (Personal Automobile)
- Meals*
- Other (Specify) \_\_\_\_\_

**NOTE:**  
Items in bold print must be accompanied with a completed purchase requisition and the appropriate documentation – copies of registration forms, hotel confirmations, airline itineraries, etc. Items in Italicized print may be submitted for reimbursement after the trip.

**COST SOURCE REQUESTED** (MUST check one) 

- Title I
- Title II (includes Eisenhower)
- Safe and Drug-Free Schools (Title IV)
- Professional Development
- Food Service
- JCTC
- Special Education
- No Cost
- Other (Specify) \_\_\_\_\_

Principal's/Director Signature \_\_\_\_\_

Assistant Superintendent's Signature \_\_\_\_\_

Superintendent's Signature \_\_\_\_\_

Date Board Approved \_\_\_\_\_