



TRAVEL REQUEST FORM

(Please attach all pertinent information and use a separate sheet for each individual.)

Traveler _____
(List name as it appears on your Driver's License or ID)

Address _____

FINANCIAL SERVICES USE ONLY	
RECORD #:	_____
TRIP #:	_____
DNT _____	INITIAL: _____

All employees must attach an Absence Report containing all prior absences.
 All non-exempt (hourly) employees, must have Superintendent's signature and attach a "Request for Approval of Overtime" form.
 Check Appropriate Box Exempt Employee Parent Non-Exempt (Hourly) Employee Other

Campus/Department _____

Account/Funding _____

Conference/Event _____

Conference Dates _____

Location of Event _____

Explain Goal/ Performance Objective/ Strategy that this travel will support.

Explain how information learned will be used and/or disseminated to other district employees.

All information must be filled out to process.

Travel By (check one): Plane School Vehicle Other _____

Departure Date: _____ Departure Time: _____ AM _____ PM _____

Return Date: _____ Return Time: _____ AM _____ PM _____

Lodging Required (circle one): Yes No Number of nights required _____

Registration Fee: \$ _____ Registration Deadline: _____ Per Diem for _____ Days

Shuttle: Yes No Taxi: Yes No Rental of Vehicle: Yes No

Substitute Required: Yes No Approval for personal days: Yes No # of days requested _____

I have received and read a copy of the district's travel policy. I agree to adhere to these policies and understand that disregard of these policies will result in administrative action and possible reimbursement to the district. Finally, any change to travel arrangements must be requested in writing and approved by my Supervisor and the Executive Director of Financial Services.

Traveler's signature denotes knowledge of travel regulations and acceptance of the above condition.

Traveler's Signature

Date

Approved By:

Immediate Supervisor's Signature (or Superintendent/Designee)

Date

Director's Signature (For Department Trips)

Date

Superintendent's Signature

Date

Executive Director of Financial Service's Signature

Date