



TRAVEL REQUEST FOR OVERNIGHT/OUT-OF-STATE

Please submit overnight/out-of-state/out-of- country travel requests to the Superintendent's Office two months prior to travel dates.

Requested/Submitted by:

Phone:

Work Site:

Travel Dates:

Travel Destination:

- Staff Travel
- Out-of-State/Country

Names of Staff Members:

Number of Chaperones (do not count staff members):

Number of Students:

Purpose of Trip:

Costs will be paid by (Name, i.e., ASB, Bldg.):

Fundraisers:

Other:

Mode of Transportation

- Privately Owned Vehicle
- Charter Bus
- School Van
- School Bus
- Other - Airplane

Date Request submitted:

Approved by Building Principal/Supervisor

Approved by Superintendent