Request for Travel

________________________ request permission to attend _______________________

(Employee Name) (Conference or Workshop Name)

at________________________. Type of Activity: ( ) Conference ( ) Workshop

( ) Other _______________________

Departure Date:___________ Time:_______ Return Date:___________ Time:

FUNDS REQUESTED SECTION

Registration Code: __________ 900 _____-000-810-____ -___ Cost$________

(Fund) (Function) (School) (Mod)

Lodging Expense Code: __________ 900 ______000-580-____ -___ Cost$________

(Fund) (Function) (School) (Mod)

Meals Expense Code: __________ 900 ______000-580-____ -___ Cost$________

(Fund) (Function) (School) (Mod)

Travel Expense Code: __________ 900 ______000-580-____ -___ Cost$________

(Fund) (Function) (School) (Mod)

Mode of Travel: Rental Car_______ Plane_______ Personal Car_______ Bus___ No Cost_____

________________________   _____   ___________________________   _____
(Employee Signature) (Date) (Supervisor Signature) (Date)

________________________   _____   ___________________________   _____
(Fund Bookkeeper Signature) (Date) (Superintendent Signature) (Date)

Copies of the registration form, agenda, and conference description must be attached to this request.

THIS FORM MUST BE SUBMITTED AT LEAST ONE MONTH PRIOR TO THE EVENT.