



Learning that works  
for Utah

# TRAVEL REQUEST

Has the traveler(s) been approved for another out-of-state trip during this fiscal year?

Requested by: \_\_\_\_\_

Name of traveler(s): \_\_\_\_\_

Travel destination (City, ST): \_\_\_\_\_

Event name: \_\_\_\_\_

Departure date: \_\_\_\_\_ Return date: \_\_\_\_\_

	Per Traveler	Total Cost
Number Travelers		
Number of Nights		
Number of Days		
Airfare + 1 Bag	Round Trip	
Ground Travel	# of	
Out-of-State Per Trip		
In-State Per Mile	# Miles Round Trip	
Hotel	Per Night	
Registration Fee		
Per Diem	Per Day	
Substitute	# School Days	
Travel Insurance	Per Person	
	<b>Total Group Cost</b>	

Funding source budget account:

Describe the reason for the travel including the benefits to the district.

Explain how the information gained during the travel will be shared or disseminated with other employees in the department and/or schools.

Requestor's Signature: \_\_\_\_\_ Agenda Attached:

CTE Director's Approval: \_\_\_\_\_

**Superintendency Approval Required Prior to Booking**