

**Dexter Community Schools
District Paid Out-of-State Travel Information**

Fiscal Year _____

Purpose: Report out of state travel when travel includes any of the following: Superintendent, Assistant Superintendent, CFO, Principal, Assistant Principal

In compliance with Guidelines for Statutory Requirement MCL 338.1618 (2) and (3):

The District is required to report the costs incurred for each instance of out-of-state travel by the school administrator of the district that is fully or partially paid for by the district and the details of each of those instances of out-of-state travel, including at least the identification of each individual on the trip, destination, and purpose. MCL 423.201 defines a public school administrator as "a superintendent, assistant superintendent, chief business official, principal, or assistant principal employed by a school district..."

Destination City and State	Dates	Purpose	List all District personnel who traveled (Name - Position)	District Costs
				Conference \$ _____ Airfare \$ _____ Hotel \$ _____ Rental cars/tolls/gas \$ _____ Meals \$ _____ Mileage \$ _____ ----- All travel was paid by: _____

Please return form to Business Office no later than 30 days after completion of out of state trip or June 30 of each fiscal year.