UNION PUBLIC SCHOOLS
OUT-OF-STATE TRAVEL APPROVAL REQUEST

Date _____

Name _____

Position _____

School/Department _____

Dates of Travel   From _____   To _____

Destination (City, State) _____

Purpose of Travel/Activity _____

Date of Activity   From _____   To _____

Mode of Transportation   ☐ Personal Vehicle ☐ District Vehicle ☐ Airline ☐ Other _____

PROJECTED EXPENDITURES   **RQ/PO Number**

Transportation $ _____   _____

Registration $ _____   _____

Meals $ _____   _____

Lodging $ _____   _____

Other Expenses $ _____   _____

    Total Estimated Expenses $ _____

FUNDING

Source of Funding   ☐ General Fund   ☐ Activity Fund   ☐ Booster Club

                    ☐ Grant (indicate which grant) _____   ☐ Other _____

OCAS Code   _____

Funding Approval by person
In charge of budget   _____

This form only covers staff travel approval. All student out-of-state travel must be approved by the Board of Education as an agenda item after principal's approval and preceding the travel. Staff travel paid by an outside source must be approved by the Board of Education.

Does this trip require Board approval for student travel or non-district funding (see above)?   ☐ Yes   ☐ No

SIGNATURES

Originator   _____   Date _____

Supervisor   _____   Date _____

Superintendent   _____   Date _____

Approval # _____ Issued by _____   Date _____

    The Out-of-State Approval number must be included on all Travel Expense Reimbursement forms.

Steps for Out-Of-State Travel: 1. Obtain an accurate cost estimate.
                    2. Complete this form before travel, **attach RQ's** and submit to
                         Superintendent's Office for approval before arrangements are made.
                    3. Purchase Orders will be issued for reservations or reimbursements.
                    4. Reservations can then be made.