



# OUT OF STATE TRAVEL REQUEST

## **Administrative Regulation (AR): Travel Expenses** (Adopted 9/26/2019|Revised 5/17/2022)

Notwithstanding any other provision of this administrative regulation, all out - of - state travel shall be presented to the Board for approval with a complete explanation of the school business purpose to be served.

Date of Request: \_\_\_\_\_

Personal Information
School Site/Department: _____
Person(s) Attending: _____
Travel Details
Event: _____
Dates: _____ Location: _____
Lodging Accomodations: _____
Travel Purpose
Brief Description "Background" (citing purpose of attending):     
Funding Source
Funding: _____

**Form must be filled out and submitted at least two weeks prior to the Board Meeting and before the Out of Town Event.**

Please email completed form to your Department Admin to prepare board item for approval:

Maria Gonzalez, Admin Asst. to Superintendent / Grace Lowery, Ed Services Admin Assistant

Rochelle Christopherson, Business Admin Assistant / Jenni Torgersen, Personnel Admin Assistant

**Please provide a Link, Flyer or Brochure of the Event.**