HIGHLAND SCHOOL DISTRICT No. 203

Request for Travel Approval

☐ **OUT OF STATE** travel must be authorized by the School Board one month prior to travel

☐ **IN STATE OR OUT OF STATE OVERNIGHT TRAVEL WITH STUDENTS** must be authorized by the School Board one month prior to travel

PLEASE NOTE: School Board meetings are held on the first Monday and third Tuesday of each month.

Advisor Name _____

Event _____ Date(s) _____

Location (city, state) _____

Organization/Club _____

Number of Students _____ Include list of names of student participants.

Purpose _____

Dept./Building _____

Chaperone(s) _____

Date of Application _____

Employee's Signature _____

Principal's Signature _____ Approval Date _____

ESTIMATED EXPENSES	**WHO IS PAYING FOR THIS TRIP & WHAT PORTION/AMOUNT**
Transportation _____	Responsible organization/club _____
Meals/Lodging _____	_____
Registration _____	and/or Budget code(s)_____
Substitute _____	_____
Other _____	Personal _____
Total Estimated Cost _____	_____

Contact Business office for assistance with budget codes, if applicable.

School Board Approval Date _____

Superintendent's Signature _____ Date _____