

Liberty School District #362
PRIOR TRAVEL APPROVAL REQUEST

- A copy of this Prior Travel Approval Request must be attached to any applicable Pre-Purchase Orders (lodging, flight, registration, etc.).
- Prior approvals must be submitted two weeks in advance of travel, and in time for inclusion on the regular board agenda where board action is required.

Name: _____ Date Requested: _____

Permission Requested to Attend: _____

Location/Address: _____

Date(s) of Attendance: _____

Departure Date & Time: _____ Return Date & Time: _____

Lodging Needed? Yes No If yes, hotel name/location: _____

Approximate Lodging Cost: _____

Transportation: Personal Vehicle District Vehicle Flight Other _____

Approximate Fuel Cost: _____

Estimated Total Cost: Budget fund/category: _____

of Attendees: _____ Supervisor Responsible: _____

Signature of person making request: _____

Request granted? Yes No

Supervisor Signature _____ Date _____

District Superintendent Approval _____ Date _____