

Request for Conference Travel or Field Trip - Out of State

Out-of-state travel shall be approved by the Superintendent considering the purpose of the travel, benefit to the System, number of personnel involved, and the frequency of travel. Among the factors to be considered should be the length of travel time, cost of operation of a vehicle, cost and availability of common carrier services, etc. In the event that an employee chooses to drive instead of traveling by air, the amount reimbursed should be approved by the system's Internal Auditing department. (Policy DJD)

Please answer these questions and complete a detailed narrative of the purpose of the travel, the benefit to the system, and the number of personnel involved.

School/Department Requesting:

Employee Requesting:

Name of Event:

Destination:

Dates of Travel:

to

Funding Source:

Last travel taken by this employee:

Print Name of Employee:

Signature of Employee:

Supervisor Signature:

Administrative Director:

Approved: Yes No

Superintendent Signature

Please address these points of interest regarding travel: purpose of the travel, the benefit to the system, and the number of personnel involved. A separate narrative addressing these points may be attached and this page omitted.