

Denison Independent School District
Out-of-district travel request
(Over 100 Miles)

Name of employee:

Title of Workshop/Seminar/Conference:
(Include location, dates)

Why employee needs to attend:
(Directly applies to job assignment, campus/district mission etc.)

Are funds budgeted for this workshop/seminar/conference? Yes No

*Permission is given to exceed hotel lodging rates if applicable for this out-of-district travel.

Approve/Not Approved
(Circle choice)

(Signature of Principal)

(Date)

Approved/Not Approved
(Circle choice)

(Signature of Assistant Superintendent for Admin.)

(Date)