Who Will Be Traveling?

INSTRUCTIONS:

~ List the names and pertinent information of staff, students and/or others who will be traveling.
~ Insert additional rows as needed. To insert lines, right click on the worksheet row number at the left and select **Insert**.
~ Include this form in the Event and Travel Packet for review during the approval process.
~ Provide an updated form to the campus principal or program supervisor prior to travel.
~ Obtain signatures of all attendees. Submit a copy to the campus for attendance documentation.
~ Submit the copy with original signatures to the Business Office when reconciling the Event and Travel form.

District Staff

Traveler's Name	ID#	Position Title	Signature of Attendance

Students

			Complete on Day of Travel	
Student's Name	**ID#**	**Grade Level**	**Signature of Attendance**	**Funds Received**

Others

		Complete on Day of Travel	
Name	**Role or Purpose**	**Attendance**	**Funds Received**