

**UNION PUBLIC SCHOOLS
OUT-OF-STATE TRAVEL APPROVAL REQUEST**

Date _____

Name _____

Position _____

School/Department _____

Dates of Travel From _____ To _____

Destination (City, State) _____

Purpose of Travel/Activity _____

Date of Activity From _____ To _____

Mode of Transportation Personal Vehicle District Vehicle Airline Other _____

PROJECTED EXPENDITURES

RQ/PO Number

Transportation \$ _____

Registration \$ _____

Meals \$ _____

Lodging \$ _____

Other Expenses \$ _____

Total Estimated Expenses \$ _____

FUNDING

Source of Funding General Fund Activity Fund Booster Club
 Grant (indicate which grant) _____ Other _____

OCAS Code _____

Please Return Form To _____

Funding Approval by person _____

In charge of budget _____

This form only covers staff travel approval. All student out-of-state travel must be approved by the Board of Education as an agenda item after principal's approval and preceding the travel. Staff travel paid by an outside source must be approved by the Superintendent and/or the Board of Education.

Does this trip require Board approval for student travel or non-district funding (see above)? Yes No

SIGNATURES

Originator _____ Date _____

Supervisor _____ Date _____

Superintendent _____ Date _____

Approval # _____ Issued by _____ Date _____

The Out-of-State Approval number must be included on all Travel Expense Reimbursement forms.

- Steps for Out-Of-State Travel:
1. Obtain an accurate cost estimate.
 2. Complete this form before travel, **attach RQ's** and submit to Superintendent's Office for approval before arrangements are made.
 3. Purchase Orders will be issued for reservations or reimbursements.
 4. Reservations can then be made.