EXHIBIT-4133
EXHIBIT-4233
EXHIBIT-4333

TRAVEL AUTHORIZATION FORM

Allow sufficient time to have all documentation approved at least one month prior to departure to ensure the best travel rates. If final approval by the superintendent or designee has not taken place 14 days prior to departure, you should expect that the leave would be declined.

WRANGELL PUBLIC SCHOOLS

Travel Authorization Form

Requests must be submitted in a timely manner to ensure the most Affordable travel options are available, not later than one month before travel. If your leave has not been approved 14 days before your departure date, expect it to be denied. Supporting documents must accompany this form (e.g Red Rover confirmation and conference/meeting details)

Employee:			
Destination:		Request Date:	
Reason for Travel:		Date Updated:	
Departure Date:		RR Absence #:	
Return Date:		To be paid via:	
Reimbursable:		Account Code(s):	

Expense	Vendor/Name	Price	Each	Subtotal
Staff Per Diem:		$ 60.00		$ -
Chaperone Per Diem:		$ 60.00		$ -
Chaperone Per Diem:		$ 60.00		$ -
Chaperone Per Diem:		$ 60.00		$ -
Flight/Ferry:				$ -
Car Rental:				$ -
Lodging:				$ -
Other:				$ -
			Total	**$ -**

Requested By Date

Principal Date

Superintendent Date

Reviewed in Consultation with Legal Counsel: June 26, 2006
Revised: September 24, 2014
Revised: January 20, 2025