ITAWAMBA COUNTY SCHOOL DISTRICT
TRAVEL REQUEST

Complete the form in full and submit to your principal/director to request board approval for travel. All district travel must be board approved to be reimbursed. Please attach an agenda or event page along with this request form.

Employee Name	School/Location	Position	Travel Dates

Destination:

Purpose of Travel:

Type of reimbursement you will be requesting: (check all that apply)

☐ **Mileage** ☐ **Hotel** ☐ **Meals** ☐ **Registration**

_____ _____

Employee Signature **Date**

_____ _____

Director/Principal Signature **Date**

Central Office Use Only:

_____

Board Approval Date

Reset