



Out of State Travel Request

Please submit electronically with completed Staff Development Travel Expense Form (FIN-008) and all supporting documentation.

School/Department _____

Budget Code/Funding Source _____

Event _____

Location (City, State) _____

Date of Departure _____

Date of Return _____

Rationale						
Traveler's Name	1)	2)	3)	4)	5)	6)

Treasurer/Support Approval _____

Principal/Department Approval _____

Date _____

Date _____

SSO Approval (Schools Only) _____

Title 1 Approval _____

Date _____

Date _____

Chief Approval _____

Date _____

Superintendent/Board Chair Approval _____

Date _____