

EARLE SCHOOL DISTRICT
Authorization to Travel Form

Authorization must be granted for any travel outside the school district which occurs during school hours or for which expense reimbursement is requested. This form is to be completed and submitted to your supervisor/principal at least one week in advance of the proposed travel. The supervisor/principal will submit this form with his/her approval to the superintendent or designee for final disposition. A copy of this form is then to be given to the employee requesting travel.

Employee/s requesting permission to travel: (List all that will be attending the same event)

Date of this request _____ Department _____

Work Location _____ Supervisor/Principal _____

Where are you going _____ When _____

Purpose of this trip _____

Dates lodging is needed _____ to _____ Total number nights lodging _____

THIS SECTION MUST BE COMPLETED BEFORE FORM IS FORWARDED TO CENTRAL OFFICE

Conditions under which this trip is authorized:

Travel By _____

Expenses will be paid by (Fund) _____ (Fund Code #) _____

Initial authorization approved by signature of your supervisor/principal: _____ Approved _____ Disapproved

Signature _____ Date _____

Final Approval/disapproval by the superintendent or designee: _____ Approved _____ Disapproved

Signature _____ Date _____