

ELLIOTT COUNTY SCHOOLS

Request for Out-of-District Travel

All requests to attend professional meetings shall be made in writing to the principal and/or program coordinator and the superintendent for approval. Requests shall be received in the Central Office at least five (5) working days prior to the meeting date. This form is not required when supervising student trips.

Name: _____ Date of Request: _____

Reason for travel: _____

Location: _____ Date of Travel: _____

Anticipated Expenses: (Meals are reimbursed only for overnight stays as follows--morning meal \$7; afternoon meal \$8; evening meal \$15)

Lodging _____ Registration Fees _____ Transportation _____

Substitute _____ Meals _____ Other (specify) _____

It is understood that when employees attend professional meetings, upon returning to the District, they will share information/materials, etc. with other personnel having similar responsibilities.

I agree to the provisions. _____
Signature of Employee Submitting Request

Recommended: _____
Signature of Principal/Program Coordinator Date

_____ Request Approved _____ Request Not Approved

Superintendent Signature: _____ Date: _____

***Approval is required for reimbursement.

