

ALLENDALE COUNTY SCHOOLS

REQUEST FOR TRAVEL

- DIRECTIONS:**
- (1) THIS FORM MUST BE COMPLETED PRIOR TO ALL OUT-OF-DISTRICT TRAVEL
 - (2) ATTACH A COPY OF THE CONFERENCE OR MEETING AGENDA
 - (3) SUBMIT THE FOLLOWING TO THE BUILDING PRINCIPAL OR DIRECTOR 20-30 DAYS PRIOR TO TRAVEL: a) Request for Travel; b) Professional Development Form; c) Report of Absence Form
 - (4) IF FEDERALLY FUNDED, THE FEDERAL PROGRAMS DIRECTOR MUST SIGN HIS/HER APPROVAL OF COMPLIANCE WITH THE PROJECT BEFORE THE REQUEST IS SENT TO THE SUPERINTENDENT FOR HER APPROVAL
 - (5) KEEP RECEIPTS TO TURN IN WITH YOUR TRAVEL STATEMENT
 - (6) A COPY OF THIS TRAVEL REQUEST AND THE TRAVEL STATEMENT MUST BE TURNED IN WITHIN 30 DAYS OF TRAVEL; ALONG WITH A PRINTED COPY OF GOOGLE MAP WITH MILEAGE IN ORDER TO BE REIMBURSED
 - (7) PLEASE BE ADVISED THAT SUPERINTENDENT DR. GILMORE WILL NOT SIGN NOR PERMIT TRAVEL IF PAPERWORK IS NOT SUBMITTED 20-30 DAYS BEFORE TRAVEL DATE**

Name _____

Position _____

School _____

Purpose of Travel _____

Location _____

Dates _____

Approximate Costs:

Amount

Lodging _____ Night(s) \$ _____ =\$ _____

Travel _____ Mile(s) x _____ = _____

Registration _____ = _____

Meals _____ = _____

Other _____ = _____

TOTAL _____

Source of Funds for Travel: (Put Account Number)

School _____

District Office Allocation _____

State _____

Federal _____

Other (Explain) _____

Approval:

Date:

Building Principal _____

Director (Any Department) _____

Federal Programs Director (Only Federal Funded) _____

Superintendent _____