

Tyler Independent School District

Request for OUT OF STATE TRAVEL (Employees Only – Student Groups use Eduphoria)

NOTE: An employee should submit this to his/her immediate supervisor who will forward it to the appropriate approver.

Employee: _____ Job Site: _____

Today's date: _____ *This request must be submitted 30 days before trip.*

Destination: _____

Reason for Out of State Travel:

Date(s) of Absence: _____ Number of Days Absent: _____

Estimate of Travel Costs \$ _____

Approval by Immediate Supervisor: _____

Account code to pay for trip: _____

Approval by Budget Authority: _____
(if different from immediate supervisor)

Additional Approval (if required): _____

PLEASE ATTACH APPROPRIATE DOCUMENTATION

Approved

Denied

Superintendent / Date