



REQUEST AND APPROVAL FOR SCHOOL BUSINESS TRAVEL

Date of request:

This travel authorization form must be issued prior to any absence involving district funds.

Name Building

Date (s)

Meeting/conference Name and Location

**Estimated cost**

Please select which payment option you will be using

District Credit Card

District Check

Registration

Gas Card

Meals

Lodging

Car Rental/  
Plane Fare

Total Cost

Account #

Instructions: Forward to the business office before travel. Attach receipts for all expenditures (except per diem meals).

**Signatures:**

Employee

Principal or supervisor

Central office approval