



Out of State Travel Request Form

Must be approved before any travel expenses are incurred

Name(s)

Projected Costs:

Total Hotel Cost:

Total Flight Cost:

Meal Per Diem Cost:

Destination:

Is a Rental Car Necessary? Yes No

Event:

If yes, cost of car:

Date of request:

Total of all Costs above:

Dates of event:

Dates of travel:

Travel Justification/Description (including reason for any extended stay):

Principal Approval (if school initiated)

Director/Supervisor Approval

Purchasing Agent Approval

Superintendent Approval

[Link to District Travel Guidelines](#)