



# BRADLEY COUNTY SCHOOLS

## Request to Travel

All out-of-county travel must be approved by the Director of Schools **prior** to making travel arrangements. If any travel plans change, notification must be made to the director. Attach any documentation necessary to support this request.

Is this request to meet requirements for a federal or state grant? If yes, list grant.

\_\_\_\_\_

Name \_\_\_\_\_ Position \_\_\_\_\_

Title of Event \_\_\_\_\_

Location of Event \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Date(s) Out of Office \_\_\_\_\_

Purpose for Attending/Correlation to District-School Improvement Plan

\_\_\_\_\_

Projected Expenses:	Registration _____	Other Attendees:
	Lodging _____	_____
	Meals _____	_____
	Mileage _____	_____
	Air Fare _____	_____
	Other (Itemize) _____	_____
	<b>TOTAL</b> _____	

Explanation (if needed) \_\_\_\_\_

\_\_\_\_\_

Name of Account to be charged: \_\_\_\_\_

_____ Applicant Signature/Date	_____ Supervisor Responsible for Payment/Date (if different from applicant)
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\_\_\_\_\_  
Principal Signature/Date

APPROVED: _____ Director of Schools	DATE: _____
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DENIED: _____	DATE: _____
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### Procedure for completing Request to Travel

- The administrator or teacher completes the Request to Travel form
- The principal approves the Request if request is for building-level personnel
- Supervisor responsible for payment approves Request, if not from school funds
- Director of Schools approves all Requests
- Approved form is returned. Copy of approved Travel Request must be submitted to Business Office with Claim for Reimbursement.
- Travel arrangements are made and request for reimbursement is filed after travel is complete