

GADSDEN COUNTY SCHOOL BOARD

DISTRICT/IN-STATE TRAVEL REQUEST



MUST BE SUBMITTED TO PROJECT DIRECTOR TWO WEEKS PRIOR TO THE TRIP

Please provide the following information when requesting approval to attend District/In-State conferences, workshops, meetings, etc.

Name of Attendee _____ Position Title _____

School/Division/Department _____

1. Please list the name and place of the conference, workshop, meeting, etc. **Please attach an agenda or itinerary.**

2. What are the dates of the conference, workshop, meeting, etc?

3. Has your supervisor approved your request? Yes No
4. How does this conference/training relate to your present assignment? If you are requesting funding through Title I, how does this conference/training relate to the administration of the school-wide Title I program?

5. How does this activity relate to the goals(s) or objective(s) of your School Improvement Plan or Individual Professional Development Plan? Include the specific SIP/IPDP goal(s) or objective(s) in your explanation.

6. What is the total cost of the trip **per person** (please itemize, i.e., registration, travel, hotel, meals, subs, tickets, tolls, fares):
\$ _____
7. What funding source will be used to fund this trip (i.e., Title I, Title II, school funds):

Signature _____

Date _____

Principal's Signature _____

Date _____

Project Director _____

Date _____

Please include this approved request form with your travel reimbursement request form upon your return.

Cc:

Dr. Pink Hightower, Deputy Superintendent of Schools

Roger P. Milton, Superintendent of Schools