

STUDENT/GROUP TRAVEL REQUEST FORM

Use this form to request permission prior to confirming overnight or out-of-state travel reservations. This form does not replace the purchase requisition or purchase order. After travel is approved, you may enter your purchase requisitions to encumber funds for travel. Attach the approved form to your requisition(s).

Date of Request _____ Site _____

Student/Group Traveling _____

In-State Travel Out-of-State Travel (Superintendent approval required)

Reason for travel _____

Total # of Students _____ Total # of Sponsors _____

Dates of Event _____ Dates of Travel _____

Location: City _____ State _____

Method of Transportation:

School Vehicle(s) Charter Bus(es) Air

Funding Source(s) _____

Employee Requesting Approval _____

Travel Approved _____

Travel Denied _____

Supervisor must forward out-of-state requests to superintendent for consideration.

Supervisor Approval

Date Signed

BOE Policy 1.57: The Superintendent must approve all out of state travel. The Superintendent has the responsibility and authority to make the final decision as to whether or not a trip shall take place. There may be a situation that will necessitate a last-minute cancellation of a trip, even if the Superintendent has previously approved such travel.

Travel Approved _____

Travel Denied _____

Superintendent Approval

Date Signed



Approval does not transfer financial responsibility of travel to JPS.