

# EARLE SCHOOL DISTRICT

## Authorization to Travel

Authorization must be granted for any travel outside the school district which occurs during school hours or for which expense reimbursement is requested. This request is to be completed and submitted to your supervisor/principal at least **one week in advance of the proposed travel**. The supervisor/principal will submit this request with his/her approval to the superintendent or designee for final authorization. A copy of this request is then to be given to the employee requesting travel.

Employee(s) requesting approval to travel: (List all employees attending same event)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of this request \_\_\_\_\_ Department \_\_\_\_\_

Work location \_\_\_\_\_ Supervisor/Principal \_\_\_\_\_

Where are you going \_\_\_\_\_

Departure date \_\_\_\_\_ Return date \_\_\_\_\_

Purpose of this trip \_\_\_\_\_

Date(s) lodging is needed \_\_\_\_\_ to \_\_\_\_\_ Total number nights of lodging \_\_\_\_\_

---

**THIS SECTION MUST BE COMPLETED BEFORE REQUEST IS FORWARDED TO CENTRAL OFFICE**

Conditions under which this travel is authorized:

Travel by \_\_\_\_\_

Expenses will be paid by (Fund) \_\_\_\_\_ (Fund Code #) \_\_\_\_\_

---

Initial authorization by supervisor/principal: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of supervisor/principal Date \_\_\_\_\_

Authorization by transportation director: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of transportation director Date \_\_\_\_\_

Final authorization by superintendent or designee: \_\_\_\_\_ Approved \_\_\_\_\_ Denied

\_\_\_\_\_  
Signature of superintendent or designee Date \_\_\_\_\_