

BRANDON VALLEY SCHOOL DISTRICT 49-2
TRAVEL REQUEST

TO: **Brandon Valley School District Superintendent**

FROM: _____

DATE: _____

Permission is requested for approval of the following TRAVEL REQUEST, which is deemed advisable and justifiable for professional advancement and for the benefit of the district.

EVENT: _____

LOCATION: _____

DATE(S): _____

APPROXIMATE COST TO THE DISTRICT:

	School Estimated	Central Office Actual
Transportation:		
School Vehicle (if available)	\$ <u>0</u>	\$ _____
Personal Vehicle – Miles _____ @ \$0.67 per mile	\$ _____	\$ _____
Airfare _____	\$ _____	\$ _____
Lodging: _____	\$ _____	\$ _____
Meals*: _____	\$ _____	\$ _____
<i>*In state: Breakfast \$6, Lunch \$14, Dinner \$20</i>		
<i>*Out of state: Breakfast \$10, Lunch \$18, Dinner \$28</i>		
Registration: _____	\$ _____	\$ _____
Substitute Pay: _____	\$ _____	\$ _____
Other: _____	\$ _____	\$ _____
Total Cost: _____	\$ _____	\$ _____
		For Business Office Use only.

Date: _____ **Signature:** _____

Approved by:

Activities Director

Principal or Operations Manager

Superintendent

Date of Approval

NOTE TO PRINCIPALS & SUPERVISORS: Completed travel requests must be submitted to the Superintendent's office in a timely manner.

October 2024