

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 _____ @ .47 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.

July 2019