

BRANDON VALLEY SCHOOL DISTRICT 49-2  
**TRAVEL REQUEST**

**TO:** Brandon Valley Board of Education and 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:**

	<b>School Estimated</b>	<b>Central Office Actual</b>
<b>Transportation:</b>		
School Vehicle (if available)	\$ 0	\$ _____
Personal Vehicle – Miles _____ @ .47 per mile	\$ _____	\$ _____
Airfare _____	\$ _____	\$ _____
<b>Lodging:</b> _____	\$ _____	\$ _____
<b>Meals*:</b> _____	\$ _____	\$ _____
* <i>In state:</i> Breakfast \$6, Lunch \$11, Dinner \$15		
* <i>Out of state:</i> Breakfast \$10, Lunch \$14, Dinner \$21		
<b>Registration:</b> _____	\$ _____	\$ _____
<b>Substitute Pay:</b> _____	\$ _____	\$ _____
<b>Other:</b> _____	\$ _____	\$ _____
<b>Total Cost:</b> _____	\$ _____	\$ _____
		<b>For Business Office Use only.</b>

**Date:** \_\_\_\_\_ **Signature:** \_\_\_\_\_

**Approved by:**

\_\_\_\_\_  
**Activities Director**

\_\_\_\_\_  
**Principal or Operations Mgr**

\_\_\_\_\_  
**Superintendent**

\_\_\_\_\_  
**Date of Approval**

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