



Out of State Travel Approval Request

Revised August 20, 2013
 For form revisions, contact Financial Services
 Location: <http://www.4j.lane.edu/finance/forms/>

USER INSTRUCTIONS

Form Purpose: Use this form to submit out of state travel request for approval.

How to Complete this Form: Fill out this form on-line and then print it. Alternatively, print this form and complete it by hand.

How to Submit this Form: Submit a hard copy of this form.

Where to Send this Form: Send completed form to your administrator and director for signatures, and then to the Superintendent.

Deadline: This form must be received and approved in advance of incurring the requested expenditure(s).

Additional Information: Out of state travel must be preapproved by the Superintendent. Request should include information on air travel, hotel, car rental and funding source.

EMPLOYEE INFORMATION

Name:

Date:

FUNDING:

Funding Source:

TRAVEL DETAILS:

Destination:

Purpose of travel/how does this contribute to the achievement of the Board, Superintendent and instructional goals?

Date(s):

PROJECTED EXPENDITURES:

	AMOUNT
Registration	\$
Lodging	\$
Airfare	\$
Car Rental	\$
Personal Vehicle Mileage:	\$
Meals	\$
Other (please specify)	\$
Total Request for out of state travel	\$

APPROVAL

Administrator signature:

Date:

Print or type Administrator name:

Director signature:

Date:

Print or type Director name:

Superintendent signature:

Date: