ADVANCE REQUEST FOR OUT OF DISRICT TRAVEL
AND
VEHICLE USE REQUEST

DATE OF MEETING:_____TIME OF MEETING:_____
DATE/TIME OF DEPARTURE:_____
DATE/TIME OF RETURN:_____
DESTINATION AND PURPOSE OF TRIP:_____
_____
SPONSORS/GROUP MAKING TRIP, INCLUDING LIST OF STUDENTS_____
_____
_____
VEHICLE REQUESTED: SURBURBAN BUS VAN PERSONAL AIRPLANE
(CIRCLE ONE)

NEED DRIVER: YES NO
(IF NO, NAME DRIVER TO BE USED)_____
OR LISCENSE #:_____

ESTIMATE OF EXPENSES:

MILEAGE:_____X $0.35 PER MILE (IF PERSONAL VEHICLE) $_____

MEALS PER DIEM ($5 BREAKFAST $7 LUNCH $10 DINNER) $_____

STUDENTS PER DIEM ($3 BREAKFAST $5 LUNCH $7 LUNCH) $_____

DUES, FEES OR REGISTRATION: $_____

LODGING (RECIEPT NEEDED) $_____

TOTAL ESTIMATED COST: $_____

IF AN ADVANCE IS REQUIRED, LIST AMOUNT $
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ALL CREDIT CARD RECEIPTS MUST BE RETURNED WITH THE CARD IMMEDIATELY UPON RETURN

SIGNATURE OF PERSON MAKING REQUEST:_____
DATE:_____DATE ADVANCE NEEDED:_____

PRINCIPAL'S SIGNATURE:_____DATE APPROVED:_____

SUPERINTIDENT'S SIGNATURE:_____DATE APPROVED:_____