

WHARTON ISD TRAVEL REQUEST

1. Travel Request must be received by the Superintendent 10 working days prior to date of travel.
2. **Once Travel Request is approved, if employee wants a check prior to travel date for registration or lodging, an approved Purchase Order must be obtained at least 3 days prior to date of travel.**
3. Refer to the district **Travel Guidelines and Procedures on the WISD Homepage.**

Printed name: _____ Today's Date: _____

Request to [check those that apply]:

Attend conference/workshop
Title of conference/workshop: _____

Accompany students on extracurricular activity _____
of students involved _____
of chaperones involved _____

Other: _____

All conference/workshop registration and hotel reservations/cancellations must be made by the employee.

Destination _____

Date of Departure _____ Time of Departure _____

Date of Return _____ Time of Return _____

.....
Purpose (State objective of travel and benefit to be derived from travel to staff or students): Attach a copy of workshop agenda/brochure or other clarifying information.

Staff and/or Students Involved: _____

.....
Estimated Cost*: Registration _____ Meals _____
(go to www.gsa.gov)
Lodging _____ Mileage _____ **TOTAL** _____

Principal's signature verifies that sufficient funds are available in the following budget code:

Budget Code: _____

Principal: _____ Program Director: _____

CTE Curriculum Federal Special Ed Other: _____

Superintendent: _____

***Use www.gsa.gov website to complete Estimated Costs section**