

**PARK COUNTY SCHOOL DISTRICT #6  
BOARD OF EDUCATION POLICY**

CODE: DKC-E1

**REQUEST FOR OUT-OF-DISTRICT TRAVEL**

INSTRUCTIONS; This request must be filed with the Superintendent's Office IN ADVANCE of the trip as no trips are to be made without prior approval. You must submit this request through proper channels.

Request is hereby made to travel out of the school district for reason stated below:

NAME OF EMPLOYEE \_\_\_\_\_ SCHOOL OR DEPARTMENT \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

PURPOSE OF TRIP \_\_\_\_\_  
State type of meeting, conference, or nature of business

DESTINATION \_\_\_\_\_ DATES OF TRIP \_\_\_\_\_  
Town State M/D's/Y

I will be absent from day on these dates; \_\_\_\_\_

Will you need a school car for this trip? \_\_\_\_\_ Date of Pick Up: \_\_\_\_\_

Time of Pick Up: \_\_\_\_\_

If you need a school car, charge to budget number \_\_\_\_\_

Will you be taking students? \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Signature of Employee \_\_\_\_\_

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\_\_\_\_\_ Request approved with these stipulations:

\_\_\_\_\_ No salary deduction; travel expense paid by District including meals. Charge expense to budget number \_\_\_\_\_.

\_\_\_\_\_ No salary deduction; employee to pay expenses.

\_\_\_\_\_ Salary deduct on per-diem basis and employee pays expenses.

\_\_\_\_\_ A written report is to be submitted upon return.

\_\_\_\_\_ Other (explain) \_\_\_\_\_

\_\_\_\_\_ Request denied (explain) \_\_\_\_\_

DATE \_\_\_\_\_

SIGNATURE OF PRINCIPAL OR SUPERVISOR \_\_\_\_\_

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\_\_\_\_\_ Request approved

\_\_\_\_\_ Request denied

SUPERINTENDENT \_\_\_\_\_ DATE \_\_\_\_\_

Approved: 1/20/98