



City of Baker School

AUTHORIZATION FOR OFFICIAL TRAVEL

(THIS FORM, INCLUDING NECESSARY APPROVALS, SHOULD BE COMPLETED PRIOR TO TRAVEL)

Table with 4 columns: DATE OF REQUEST, NAME OF TRAVELER (PLEASE PRINT), DEPARTURE DATE & TIME, RETURN DATE & TIME

SCHOOL/DEPT./ACTIVITY IN WHICH EMPLOYED: _____

I HEREBY REQUEST APPROVAL FOR TRAVEL ON OFFICIAL BUSINESS FOR CITY OF BAKER SCHOOL BOARD TO THE DESTINATION(S) ON DATE(S), AND FOR THE PURPOSE(S) INDICATED BELOW:

Table with 2 columns: DESTINATION, PURPOSE OF TRIP

DETAIL ESTIMATION OF TRAVEL EXPENSES (Must Be Completed For All Travel)

Table for expense estimation with rows for AIR FARE, PERSONAL CAR, RENTAL CAR, LIMOUSINE, TAXI, ETC., SUBSISTENCE (LODGING, MEALS), TOLLS AND PARKING, TIPS, OTHER EXPENSES (REGISTRATION FEES, MEMBERSHIP FEES, OTHER), and TOTAL ESTIMATED EXPENDITURES.

FUNDING SOURCE: _____

TRAVEL ADVANCE REQUESTED: YES: NO: (IF YES, HOW MUCH?)

SIGNATURE OF TRAVELER: _____

TITLE OF TRAVELER: _____

APPROVALS:

Table for approvals with rows for PRINCIPAL/SUPERVISOR, DIRECTOR OF INSTRUCTION, and SUPERINTENDENT, each with a signature line and a DATE line.