

# MOUND BAYOU PUBLIC SCHOOL DISTRICT REQUEST FOR TRAVEL AUTHORIZATION

(THIS FORM IS USED ONLY TO REQUEST PERMISSION TO TRAVEL!!!)  
(MUST BE SUBMITTED FIVE WORKING DAYS PRIOR TO DATE OF TRIP)

DATE: \_\_\_\_\_

EMPLOYEE: \_\_\_\_\_

TITLE OF MEETING: \_\_\_\_\_

SPONSOR OF MEETING: \_\_\_\_\_

DATE(S) OF MEETING: \_\_\_\_\_

DESTINATION: \_\_\_\_\_

AMOUNT OF ADVANCEMENT REQUESTED. (WILL BE MAILED BY CENTRAL OFFICE): \$ \_\_\_\_\_  
ADVANCEMENT REQUESTED MUST INCLUDE A COPY OF CONFERENCE PRE-REGISTRATION INFORMATION,  
MOTEL INFORMATION, PLANE TICKET, ETC.

EXPECTED COST OF TRIP:

TRANSPORTATION:	_____	= (TOTAL MILES X 40.5)
MEALS:	_____	= (MEAL RATE X # OF DAYS)
MOTEL:	_____	= (MOTEL RATE X # OF DAYS)
REGISTRATION FEE:	_____	
OTHER:	_____	

TOTAL \$ \_\_\_\_\_ -

\_\_\_\_\_  
EMPLOYEE'S SIGNATURE DATE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE DATE

\_\_\_\_\_  
FED PROGRAM DIRECTOR/COORDINATOR DATE

\_\_\_\_\_  
BUSINESS MANAGER'S SIGNATURE DATE

\_\_\_\_\_  
SUPERINTENDENT'S SIGNATURE DATE

\_\_\_\_\_  
APPROVE  
\_\_\_\_\_  
DISAPPROVE  
\_\_\_\_\_  
APPROVE  
\_\_\_\_\_  
DISAPPROVE  
\_\_\_\_\_  
APPROVE  
\_\_\_\_\_  
DISAPPROVE  
\_\_\_\_\_  
APPROVE  
\_\_\_\_\_  
DISAPPROVE

SOURCE OF FUNDING: \_\_\_\_\_

**NOTE: PLEASE ATTACH THE NECESSARY DOCUMENT(S) WHICH TELLS DATE, TIME, PLACE, ETC. (NO EXCEPTIONS!!!)**