

FLOWING WELLS SCHOOL DISTRICT  
**REQUEST TO TRAVEL**

**IMPORTANT:** This form must be properly completed and in the Business Office NOT LESS THAN 10 days before date of departure. **PLEASE READ AND COMPLETE ALL SECTIONS.**

Date: \_\_\_\_\_ Travel will be: In-state (outside Pima Co.)  Out-of-state   
 Name: \_\_\_\_\_ Title: \_\_\_\_\_  
 School/Dept. \_\_\_\_\_ Total No. of days away: \_\_\_\_\_ Days absent from job: \_\_\_\_\_  
 Dates and **time** away: From: \_\_\_\_\_ To: \_\_\_\_\_

**PURPOSE (Attach copy of Agenda)**

CHECK ONE: (Nature of Trip)  
 PROFESSIONAL: \_\_\_\_\_  
 OTHER: \_\_\_\_\_  
 TO ATTEND: \_\_\_\_\_

LOCATION: \_\_\_\_\_

SPECIFIC BENEFITS TO DISTRICT: \_\_\_\_\_

REQUESTED BY: \_\_\_\_\_

TRAVELER'S SIGNATURE

RECOMMENDED BY: \_\_\_\_\_

PRINCIPAL OR DIV. HEAD

**BUSINESS OFFICE USE ONLY:**

TRANSPORTATION SENT: \_\_\_\_\_  
 REQUISITION #: \_\_\_\_\_  
 REGISTRATION PO #: \_\_\_\_\_  
 TRAVEL REIMB. PO #: \_\_\_\_\_  
 DATE REGISTERED: \_\_\_\_\_  
 AGENDA ATTACHED: \_\_\_\_\_

**PAYROLL**

SUBSTITUTE WILL BE EMPLOYED: Yes  No

Acct #: \_\_\_\_\_

TRAVELER'S REGULAR PAY: \_\_\_\_\_

Will continue -- School business

**ESTIMATED COST**

TRAVEL WILL BE BY: \_\_\_\_\_

Plane  District vehicle No. \_\_\_\_\_  
 Train  Private Car  
 Bus  Van  
 Rented Car  Traveling with Group

TO BE PICKED UP BY: \_\_\_\_\_

COST OF TRANSPORTATION \_\_\_\_\_

MEALS AND LODGING \_\_\_\_\_

MISC. FEES (LUGGAGE, ETC) \_\_\_\_\_

REGISTRATION FEE \_\_\_\_\_

TOTAL \_\_\_\_\_

**TRAVEL FINANCED BY:**

REGISTRATION FEE ACCT: \_\_\_\_\_

TRAVEL REIMBURSEMENT FEE ACCT: \_\_\_\_\_

**BUSINESS OFFICE**

FUNDS AVAILABLE \_\_\_\_\_

**FOR OFFICE USE ONLY:**

(If deducted: Substitute Pay for \_\_\_\_\_ days.

Full Pay \_\_\_\_\_ days)

APPROVED

DISAPPROVED

\_\_\_\_\_  
 SUPERINTENDENT SIGNATURE

**NOTE:** If no reimbursement is to be claimed, send direct to the Superintendent's office. If reimbursement is to be claimed, send direct to the Business Office for availability of funds. The Superintendent will take final action on all requests.