

TITLE: TRAVEL AUTHORIZATION		NUMBER: 519
Initiated by: SUPERINTENDENT ORR	____ New	
Proposal Date: FEBRUARY 18, 1999		
Approval Date: MARCH 18, 1999	__X__ Revised	

Revised by: Superintendent Geoffrey M. Thomas
Revision Date: October 30, 2008
Approval Date: January 15, 2009

Teacher/Staff Travel

The superintendent approves all travel. The immediate supervisor of the staff member traveling must approve the travel request and designate the funding source before submitting it to the superintendent for consideration. The district travel request form must be used for all travel. Requests must be submitted to the superintendent 5 working days in advance of the planned trip. Travel cost guidelines are found printed on the travel request form.

Student Travel

Requests for student travel beyond 350 miles, require Board approval and must be submitted to the superintendent 90 days in advance of the planned trip.