

SWEETWATER COUNTY SCHOOL DISTRICT #2  
Travel/Training Request  
(Form must be filled out completely to avoid delays in processing)

Permission is hereby requested for \_\_\_\_\_

traveler

To travel from \_\_\_\_\_ to \_\_\_\_\_

point of origin

destination

for \_\_\_\_\_

Conference title or purpose of trip

Budget to be charged to: \_\_\_\_\_

**Mode of Transportation**

\_\_\_\_\_ District Auto

\_\_\_\_\_ Rental Car

\_\_\_\_\_ Commercial Air

\_\_\_\_\_ Personal Auto (requires supervisors pre-approval, unless at no cost to district, with proof of insurance)

Departure: \_\_\_\_\_

date

departure time

or to arrive by time

Returning: \_\_\_\_\_

date

departure time

or to arrive by time

**Accommodations**

\_\_\_\_\_ Hotel

\_\_\_\_\_ No hotel required

\_\_\_\_\_ Other

Special requests: \_\_\_\_\_

**Estimated Travel Expenditures**

Airfare \_\_\_\_\_

Lodging \_\_\_\_\_

Meal Per Diem \_\_\_\_\_

Registration fees \_\_\_\_\_

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

**Estimated Total** \_\_\_\_\_

Additional comments: \_\_\_\_\_

**By signing I verify that I have read and fully agree with all terms of the District Travel Procedures.**

Employee Signature: \_\_\_\_\_

date

Approved: \_\_\_\_\_

Immediate Supervisor

date

School Secretary

date