

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-11

Name: TBD (per person) 3

Position / Department: Instructional

ACTIVITY / MEETING

Purpose of Trip: SREB TCTW Conference (Grant)

Destination: City: Nashville

State: TN

Departure Date: 7-13-2026

Return Date: 7-17-2026

ESTIMATED TRAVEL COSTS

Air Travel: 700

Registration: 700.00

Meals Per Diem: 430.00

Lodging: 1150

Rental Car:

Mileage:

Miscellaneous: 550.00

3530

Total Estimated Cost:

Amber Pershica

Digitally signed by Amber Pershica Date: 2026.04.27 19:36:42 -05'00'

Employee Signature

04/27/26

Date

Supervisor Signature

Date

Superintendent Signature

Handwritten signature

4-27-26

Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.