

**WAYNE COUNTY BOARD OF EDUCATION
REQUEST FOR OUT OF COUNTY AND
OUT OF STATE TRAVEL AUTHORIZATION**

Date Submitted _____ Name of Employee _____

Dates and Places to be Visited _____

Purpose of Trip _____

Method of Travel _____

Names of persons who will accompany you _____

COST ESTIMATE

Travel	\$ _____
Lodging	\$ _____
Meals	\$ _____
Taxi and/or Airport Limousine	\$ _____
Registration Fees	\$ _____
Miscellaneous	\$ _____
Total Estimate of Expenses	\$ _____

Budget line item from which expenses to be paid _____

Employee's Signature _____ Date _____

Recommended _____ Date _____

Supervisor

Approved _____ Date _____
Superintendent of Schools

Approved by Board of Education _____ Date _____
(Required for Out of State Travel)

Travel expense advances will be made in accordance with the travel regulations of the Wayne County Board of Education. A wage assignment agreement must be signed by the employee prior to the distribution of any advances including airline reservations and registration fees. All requests are to be forwarded to the county superintendent at least ten (10) days prior to in-state travel and thirty (30) days prior to out-of-state travel. A copy of the *approved* Request for Travel Form must be attached with the Out of County Travel Expense Form when requesting reimbursement for travel expenses.