

WAYNE COUNTY BOARD OF EDUCATION
AUTHORIZATION FOR OUT OF COUNTY/STATE TRAVEL

Date Submitted _____ Name of Employee _____

Dates and Places to be Visited _____

Purpose of Trip _____

Method of Travel Proposed _____

Names of Persons who will Accompany _____

Estimated cost of Travel Expenses \$ _____

Source of funds and/or budget line item from which expenses
will be paid _____

Signed _____

Title _____ Date _____

Approved _____ Date _____
Supervisor

Approved _____ Date _____
Superintendent

Out of State Travel Approved by Board Date _____

Requests should be forwarded to Superintendent at least five days prior to proposed out of county trip and thirty days prior to trip out of state.