



## FALL RIVER SCHOOL COMMITTEE

### *Out-of-State Travel Request*

### **FACULTY/STAFF**

Date of Request:

Administrator requesting the travel:

School/Department:

<b>DESTINATION</b>	
<b>WORKSHOP NAME/OBJECTIVE(S):</b>	
<b>NAMES OF PARTICIPANTS</b>	
<b>DATE(S)</b>	
<b>DEPARTURE/RETURN TIME</b>	
<b>MEANS OF TRANSPORTATION</b>	
<b>COST(S)</b>	
<b>FUNDING SOURCE(S)</b>	

- *All travel requests must be in the School Committee office ten (10) days prior to a Regular School Committee Meeting. Meeting dates are posted on the website.*
- *One request per form, please. Kindly submit to Tonya Casey, School Committee Office, or electronically to [tcasey@fallriverschools.org](mailto:tcasey@fallriverschools.org).*
- *Please attach any additional information you may have.*
- *Even if there is no cost to the district or staff member, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.*

**SIGNATURE OF APPROVAL:** \_\_\_\_\_