

# Out of State Travel Request



**Traveler Name(s):**

**Employee School Phone:**

**Employee Cell:**

**Organization:**

**Event Title:**

**Event Website Address:**

**City:**

**State:**

**Location:**

**Travel Period From:** [Click here to enter a date.](#) **To:** [Click here to enter a date.](#)

**Reason:** *(Check all that apply)*

- Professional Development
  Career and Technical Education  
 National Competition
  CTSO Student Organization

**:# of students:**

**Mode of Travel** *(Check all that apply)*

- School Transportation
  Charter Bus
  Personal Vehicle  
 Commercial Airlines
  Rental Car
  Other (please state):

Staff Expenses:			
Travel	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Lodging	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Per Diem	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Registration	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Other	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
<b>TOTAL</b>			<b>\$</b>

Student Expenses:			
Travel	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Lodging	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Meals	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Registration	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
Other	Paid to:	Cost:	\$
	Paid From: <input type="checkbox"/> Student Activity Funds <input type="checkbox"/> Grant Funds <input type="checkbox"/> District funds		
<b>TOTAL</b>			<b>\$</b>