

Rivercrest School District
Out of District Trip Request Form



This form is to be completed for all out of district travel. Anytime you will be leaving the district, you will need to fill out this form. The request should be made at least two weeks **PRIOR** to the requested event.

Name: _____ Date of Request: _____

I am asking permission to attend:

____ Professional Development: Purpose: _____

____ School Business Meeting: Purpose: _____

____ Other Out of District Event: Purpose: _____

Date(s) of Requested Meeting: _____ Meeting Location: _____

Registration Fee (if applicable): _____ Departure Time: _____

Notes:

- A purchase order must be submitted if a fee is applicable. The PO should be submitted once this request is approved.
- A school vehicle must be requested for all out of district travel. Mileage will not be paid if a school vehicle is available. The school vehicle request should be submitted once this request is approved.

Requestor Printed Name: _____

Requestor Signature: _____

Supervisor Signature: _____

Superintendent Signature: _____

Approved: _____ Disapproved: _____

Administrative Office - Source of Funds: _____