

*Pontotoc County School District*  
**Out-of-State Travel Request**

Top Section

*(The person making the request should fill out the top section completely and submit the signed form to their Principal/Director for approval, who in turn will submit to the next line of authority.)*

Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

Destination: \_\_\_\_\_

Departure Date of Trip: \_\_\_\_\_ Return Date of Trip: \_\_\_\_\_

Purpose of Trip (if necessary attach letter for in-depth explanation): \_\_\_\_\_

\_\_\_\_\_

I will \_\_\_ will not \_\_\_ receive an honorarium, remuneration or compensation by attending this meeting.

Signed: \_\_\_\_\_ Number of School Days to be absent: \_\_\_\_\_

*An employee shall be permitted for up to 2 personal days per school year to serve as a consultant, facilitator, or conduct a workshop, conference, seminar, etc. and receive an honorarium, remuneration or compensation. Days used in excess of the 2 allocated personal leave days per school year will be automatically deducted from the employee's paycheck to reimburse the district for days used over the allocated 2 personal leave days per school year. If you do not attend the requested trip, please contact Personnel as soon as possible. If days were deducted and you did not attend the meeting, you must contact Personnel before the next payroll period for an adjustment.*

**Estimated Costs:**

Registration	\$ _____	
Travel	\$ _____	(claim if taking Private Auto) [ ] District Vehicle [ ] Car-Pool
Room	\$ _____	
Meals	\$ _____	
Other	\$ _____	(Explain: _____)
Total	\$ _____	

**Budget from which expenses will be charged:** \_\_\_\_\_

Bottom Section

Approved by:

Principal: \_\_\_\_\_  
Signature Date

Director: \_\_\_\_\_  
Signature Date

Assistant Superintendent: \_\_\_\_\_  
Signature Date

Superintendent: \_\_\_\_\_  
Signature Date

Date of School Board Action: \_\_\_\_\_

The request for Out-of-State travel was: [ ] approved [ ] denied

***Please note: All Out-of-State travel must be board approved before reimbursement of expenses.***