

District Out-of-State Travel Request
2019-2020

Name:
Campus/Department:

Date:

Event/Conference Title:

Event/Conference Location (City/State):

Event/Conference Dates:

Name of Attendees:

1) How does travel align with Portrait of a Graduate, district, department or campus goals?

2) State specific department or school strategy (input or output or impact) and deliverable related to the above goals that travel will help accomplish:

Please explain why this cannot be accomplished in Texas:

Funding Source:

If you or your campus is presenting, please provide details:

Principal/Budget Manager:

Print Name

Signature

Date

Asst. Supt. /Exec. Director:

Print Name

Signature

Date

Deputy Superintendent:

Print Name

Signature

Date

Superintendent:

Print Name

Signature

Date