



We are Washington. We care. We contribute. We LEARN.

220 Locust Street
Washington, MO 63090
636-231-2000

Dr. Jennifer Kephart, Superintendent
Dr. Rachael Franssen- Assistant Superintendent, Maranda Anderson- Assistant Superintendent, John McColloch- Assistant Superintendent

OUT OF STATE TRAVEL REQUEST FORM

THIS FORM MUST BE SUBMITTED AND APPROVED BY THE SUPERINTENDENT PRIOR TO TRAVEL.
Please print a copy and submit it to Kelly Clark.

Name:	
Today's Date:	
Dept./Building	

Travel Information:

Destination:	
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Conference Fee:		Hotel Fee:	
Departure Date:		Return Date:	

Rationale for Attending the Conference:

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All out of state travel must be approved by the Superintendent of Schools prior to travel. All travel, mileage, rental cars and meals must be approved prior to reimbursement and/or may be capped. Once the conference and other expenses have been approved Purchase Orders must be entered and approved prior to reserving the conference. If the out of state travel is necessary for National competition, payment of necessary and reasonable expenses may be approved. Other exceptions will be reviewed on a case basis. Out of State Travel may not be granted through PDC.

I certify that the travel is necessary and directly related to the conduct of the business of the School District of Washington.

Employee Signature and Date:	
Principal/Supervisor Signature and Date:	

Approved or Disapproved:	
If Disapproved- Comment:	
Superintendent Signature and Date:	

One copy of the form should be returned to the employee and one copy to Accounts Payable.