

# Official Travel Request Form

*Stewart County Schools  
Out of County Travel Only  
Requests Must Be Made Five Days in Advance*

Name of Employee: \_\_\_\_\_

Request for Travel is for:  Professional Growth  Information  Other

Please elaborate as to the benefit of this request to the system or your professional growth. If this request is for professional development, please indicate which one of the following this activity relates to:

School Improvement Plan  Board of Education Strategic Plan  Individual Growth Plan

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Name of Meeting, Workshop, ETC.: \_\_\_\_\_

Date of Meeting, Workshop, ETC.: \_\_\_\_\_

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

Days Away from your Workstation: \_\_\_\_\_

Reimbursement Will Come from:  Federal  State  Local  Grant

Estimated Cost:

\$ \_\_\_\_\_ Registration

\$ \_\_\_\_\_ Lodging

\$ \_\_\_\_\_ Mileage

\$ \_\_\_\_\_ Total

\*Please Attach Any Other Documentation or Brochures That Are Applicable.

Requester: \_\_\_\_\_ Date: \_\_\_\_\_

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**FOR SCHOOL AND CENTRAL OFFICE USE ONLY**

Approval Signatures:

\_\_\_\_\_  
Principal Signature

\_\_\_\_\_  
Program Manager/Consultant

\_\_\_\_\_  
Director of Schools Signature

\_\_\_\_\_  
Date Approved

\_\_\_\_\_  
Bookkeeper's Initials