

STAUNTON COMMUNITY UNIT SCHOOL DISTRICT NO. 6

801 N. Deneen St.
Staunton, Illinois 62088

TRAVEL AUTHORIZATION

I. Trip Information:

Reason for Trip:			
Teacher's Name:			
No. Of Work Days Missed:		Destination (City & State):	
Bus Request:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Departure Date & Time:	Return Date & Time:
Van Request:	<input type="checkbox"/> Yes <input type="checkbox"/> No		

Registration fee: I have prepaid Request to send No fee required

If fee is to be sent in, please give the following:

Mail Registration to: _____
Address _____
City & State _____ Zip _____
Amount of check _____
Registration due date _____

II.

Explanation of Educational and/or Professional Development of Trip:

III. Estimated Expenses

Driving own vehicle:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Estimated number of miles _____ @ .555 per mile
Estimated Room/Hotel		
Estimated Meals		
Other (Please list)		

IV. APPROVAL:

Absence with pay <input type="checkbox"/> Without pay <input type="checkbox"/>	Absence with pay <input type="checkbox"/> Without pay <input type="checkbox"/>
NOT APPROVED <input type="checkbox"/>	NOT APPROVED <input type="checkbox"/>
Principal's Signature	Superintendent's Signature

This form must be submitted to the building principal for approval. It will then be submitted to the superintendent for final approval. If using a school bus as transportation, please list all students transported on the reverse side of this form or attach a class list of all students being transported. It is the responsibility of the teacher/sponsor to contact the bus garage to make transportation arrangements. In order to receive reimbursement, an expense reimbursement form with all receipts attached must be submitted to the superintendent's office.