

TUSCOLA INTERMEDIATE SCHOOL DISTRICT  
**ADMINISTRATION / NONUNION**  
PRE-AUTHORIZATION REQUEST FOR OVERNIGHT TRAVEL

☐ CONFERENCE, MEETING, WORKSHOP

I desire to attend the \_\_\_\_\_  
(event)  
sponsored by \_\_\_\_\_ which will be held  
at \_\_\_\_\_ in \_\_\_\_\_  
(location) (city & state)  
on \_\_\_\_\_ Number of overnight stays: \_\_\_\_\_  
(date[s])

☐ VISITATION

I desire to visit \_\_\_\_\_  
(location)  
in \_\_\_\_\_ for the educational purpose of \_\_\_\_\_  
(city & state)  
on \_\_\_\_\_ Number of overnight stays: \_\_\_\_\_  
(date[s])

ESTIMATED EXPENSES:

|                      |                       |
|----------------------|-----------------------|
| Registration _____   | Lodging _____         |
| Travel/Parking _____ | Other _____           |
| Meals _____          | TOTAL EXPENSES: _____ |

|                          |               |
|--------------------------|---------------|
| _____<br>Staff Signature | _____<br>Date |
|--------------------------|---------------|

APPROVAL:

|  |                |               |
|--|----------------|---------------|
| _____<br>Principal/Supervisor              | _____<br>Title | _____<br>Date |
| _____<br>Board of Education/Central Office | _____<br>Title | _____<br>Date |

**SUPERINTENDENT - PRE-AUTHORIZATION MUST BE OBTAINED AT A SCHEDULED BOARD OF EDUCATION MEETING FOR ALL OVERNIGHT TRAVEL. IN EXTENUATING CIRCUMSTANCES WHEN UNEXPECTED OVERNIGHT TRAVEL IS NECESSARY, THE BOARD PRESIDENT IS AUTHORIZED TO PRE-APPROVE THE REQUEST.**

**ALL OTHERS – ALL FORMS MUST BE APPROVED, IN ADVANCE, BY THE APPROPRIATE SUPERVISOR/BUILDING PRINCIPAL AND CENTRAL OFFICE.**