

# Travel Request Process

## **BOE**

Step 1:	Travel Request is found on District Website under Forms
Step 2:	Staff/Administrator fills out Travel Request Form Online
Step 3:	Superintendent Approval Needed
Step 4:	Finance Officer Approval Needed
Step 5:	A confirmation of Approval/Denial will be sent by email

## **Schools**

Step 1:	Discuss with principal/supervisor prior to filling out Travel Request
Step 2:	Travel Request is found on District Website under Forms
Step 3:	Teacher/Staff/Administrator fills out Travel Request Form Online
Step 4:	Principal Approval Needed
Step 5:	Finance Officer Approval Needed
Step 6:	A confirmation of Approval/Denial will be sent by email