

Authorization for Out-of-District Travel

REQUEST MUST BE SUBMITTED TEN (10) DAYS PRIOR TO ACTIVITY

MAY 30 2019

SIMPSON COUNTY BOARD OF EDUCATION

Name Tim Schlosser Charged to-Program/Code SIG
(ONLY ONE NAME PER REQUEST) (THE PROGRAM/CODE MUST BE COMPLETED BEFORE APPROVAL IS GIVEN)Position Principal / Supt School/Dept. FSTHS Date 5/9/19Workshop/Conference Meeting JRNC 2019Date(s): July 20-23 Specific Location: Orlando, FL City/State Orlando, FLBrief description of activities: School culture & climate conference

Activity is (check one):

☐ consistent with Consolidated Plan, ☐ consistent with my Professional Growth Plan,☐ an awareness level activity, ☒ other (explain below):Other (explanation): Building culture & climate in schools

ESTIMATED EXPENSES:	TRAVEL REGULATION ON BACK OF FORM	AMOUNT
Registration (@ member cost ONLY)		\$ <u>430.⁰⁰</u>
Lodging <u>3</u> night(s) at \$ <u>125.⁰⁰</u> per night		\$ <u>375.⁰⁰</u>
# of meals (reimbursed only with overnight stay) <u>2</u> Breakfasts		\$ <u>135.⁰⁰</u>
	<u>2</u> Lunches	
	<u>2</u> Dinners	
Travel _____ miles (total) at 41¢ per mile		\$ <u>250.⁰⁰</u>
Other (parking, cab fare, airfare, etc.): _____		\$ _____
Substitute <input checked="" type="checkbox"/> day(s) at \$84 per day (estimated)		\$ _____
TOTAL ESTIMATED EXPENSES		\$ <u>1,190.⁰⁰</u>

Signatures:

[Signature]
EmployeeDate 5/30/19[Signature]
Principal/Immediate SupervisorDate 5/30/19[Signature]
Project AdministratorDate 6/4/19

Central Office Use:

☒ Approved
☐ Not Approved... Reason _____[Signature]
SuperintendentDate: 5/30/19Total number of previously approved days out of District for current school year 4 - FASA
(This must be completed before obtaining Superintendent's approval of request.)