SULTAN SCHOOL DISTRICT
TRAVEL REQUEST
FLOW CHART FORM I

STUDENT TRAVEL

OVERNIGHT
Board of Directors approval required

Information required for the board packet (required to be at the district office 1 week prior to any regular board meeting; which are held the 4th Monday of each month)

Letter to the board requesting approval for the travel

Check List (Form A)

Co-Curricular Trip Cost Estimates Sheet (Form B)

Trip participant list (Form E)

Permission to participate for each student (Form F)

Transportation Request Form (Form L)

DAY TRIP
Request & cost estimate to be done 30days prior to travel

Check List (A)

Day Trip Form (Form D)

Participant List (Form E)

Permission to participate for each student (Form F)

Transportation Request Form (Form L)

EMPLOYEE TRAVEL

IN STATE TRAVEL

Travel/Conference Request form (G or G-1) for each employee.

Brochure/Description of the event

Itinerary

Requisition/P.O.
- Registration
- Lodging
- Transportation
- Staff Vehicle Request Form (L-1)

*If overnight you must provide room rate

OUT-OF STATE TRAVEL
Board of Directors approval required

Information required for the board packet (required to be at the district office 1 week prior to any regular board meeting; which are held the 4th Monday of each month)

Letter to the board requesting approval for the travel

Travel/Conference Request form for each employee (Form G or G-1)

Brochure/Description of the event

Itinerary

Requisition/P.O.
- Registration
- Lodging
- Transportation
- Staff Vehicle Request Form (L-1)

** You must provide room rate comparisons