

22-23

EVANGELINE PARISH SCHOOL BOARD  
OUT-OF-PARISH TRAVEL REQUEST  
(TO BE SUBMITTED 10 WORK DAYS PRIOR TO EVENT)

Name \_\_\_\_\_

School/Workplace \_\_\_\_\_

Position \_\_\_\_\_

Conference/Trip Requested \_\_\_\_\_

Destination, City & State \_\_\_\_\_

Conference Date(s) & Times \_\_\_\_\_

Expected Return: Time/Day \_\_\_\_\_

Are you a designated driver for this event?

☐

Yes

☐

No

**You are expected to carpool when possible.**

If yes, which employee(s) will be riding with you? \_\_\_\_\_

Why do you want to attend this event? What are your plans for utilization/implementation of this program/information?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\*\*\*ATTACH A COPY OF CONFERENCE ANNOUNCEMENT AND/OR AGENDA\*\*\*

Source(s) of Funds: ☐ School Funds ☐ EPSB General Fund ☐ Other: \_\_\_\_\_

\_\_\_\_\_  
Requested by (signature)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Accounting/Funding Code

Is participant required to submit a narrative summary of the conference upon return? YES \_\_\_\_\_ NO \_\_\_\_\_

Has participant attached a copy of the conference announcement/agenda? YES \_\_\_\_\_ NO \_\_\_\_\_

\_\_\_\_\_  
Principal

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

\_\_\_\_\_  
Superintendent/Designee

\_\_\_\_\_  
Date

Approved \_\_\_\_\_ Not Approved \_\_\_\_\_