

VERMILION PARISH SCHOOL BOARD

REQUEST FOR OUT OF PARISH TRAVEL

Effective July 1, 2018 – June 30, 2019

#1. EMPLOYEE, PLEASE FILL OUT THIS SECTION AND THEN SEND TO DEPARTMENT HEAD.

Staff Member (Driver) Name, Please Print _____

Mobile Phone # _____

Staff Member (Driver) Signature _____

Home Address – Street _____

Employee Identification Number _____

Home Address – City, State _____

School _____

PLEASE ANSWER BELOW:

Bringing Students: ___ Yes ___ No

Requesting van: ___ Yes ___ No

(If yes, please complete Form 100)

CITY

DATE

DESTINATION

Departing: _____ on _____ at _____

Returning: _____ on _____ at _____

Purpose of Travel: _____

#2. DEPARTMENTAL APPROVAL:

_____ **Date:** _____

#3. SUPERVISOR OF TRANSPORTATION APPROVAL:

_____ Yes

_____ No

#4. SUPERINTENDENT'S APPROVAL:

_____ **Date:** _____

#5. REQUEST FOR REIMBURSEMENT OF FUNDS:

Transportation: Miles _____ x .54 = \$ _____

Meals:
Breakfast ___ x (\$9) = \$ _____ + # Lunch ___ x (\$13) = \$ _____ # Dinner ___ x (\$29) = \$ _____ = \$ _____

Lodging..... \$ _____

Registration..... \$ _____

TOTAL: \$ _____

APPROVED FOR PAYMENT:

_____ **Date:** _____
Superintendent