

VERMILION PARISH SCHOOL BOARD

REQUEST FOR OUT OF PARISH TRAVEL

Effective July 1, 2020 – June 30, 2021

#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
(If yes, please complete Form 100)

Requesting van: ___Yes ___No

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 .57 = \$ _____

Meals:
Breakfast ___ x(\$10) = \$ _____ + # Lunch ___ x(\$14) = \$ _____ # Dinner ___ x(\$29) = \$ _____ = \$ _____

Lodging..... \$ _____

Registration..... \$ _____

TOTAL: \$ _____

APPROVED FOR PAYMENT:

Superintendent

Date: _____