

HARDEMAN COUNTY SCHOOL SYSTEM

OUT-OF-COUNTY TRAVEL REQUISITION

Please submit duplicate copies.

For administrators, supervisors and directors

THIS REQUISITION MUST BE SUBMITTED A MINIMUM OF TWO WEEKS PRIOR TO TRAVEL. If travel is warranted later than the required two weeks advance notice, submit the requisition upon receipt of travel information.

NAME: _____ POSITION: _____

Title of Travel Activity: _____

Day(s) out of office: _____ What account to pay? _____

Location: _____

Purpose: _____

How will this activity help improve your job performance: _____

Signature: _____ Date: _____

Vehicle Requested by: _____ Date Requested: _____

Vehicle Approved: _____

For Central Office Use Only

____ ACCEPTED

____ REJECTED

Director of Schools

Date