

BATESVILLE COMMUNITY SCHOOL CORPORATION REQUEST FOR TRAVEL

Complete this request and attach **completed registration form** and other related conference/meeting information. Please **submit** to your building Principal.

Staff Member Making Request _____ Date ____/____/____

HOW DOES THIS REQUEST RELATE TO THE ACCOMPLISHMENT OF THE CORPORATION/SCHOOL GOALS?

____ Goal #1 – High Student Achievement

All students perform at or above grade level in all areas with state standards...no exceptions

____ Goal #2 - Safe & Productive Learning Environment

Provide a safe and productive learning environment for all students and staff

____ Goal #3 – Efficient & Effective Operations

All fiscal and operational systems will meet or exceed best practices for Educational Institutions

Name of Conference or Workshop _____

Date(s) of attendance _____ Location (city/state) _____

Sponsoring organization _____ Are you a current member? _____

Registration fee _____ Registration due by ____/____/____ **Registration Completed** ____ Yes ____ No
(If marked no, registration forms/information must be attached.)

Number of meals _____ Estimated cost _____

Lodging (number of nights) _____ Total cost _____

I will be driving my own vehicle and will submit a mileage claim upon my return ____ Yes ____ No

I am requesting a school vehicle for this trip ____ Yes ____ No (If yes, you must complete a Vehicle Request Form)

Total estimated cost of this request _____

Substitute teacher needed ____ No ____ Yes ____ a.m. ____ p.m. ____ Both

(For Office Use)

Approved ____ Disapproved ____

Building Principal _____ Date ____/____/____
(signature)

Superintendent _____ Date ____/____/____
(signature)

Comments _____

Copies to: ____ Bldg. Principal ____ Staff Member ____ School Secretary ____ Adm. Office