

EDGEFIELD COUNTY SCHOOLS
TRAVEL REQUEST FORM

Out-of-district travel by employees must have prior approval. Your immediate supervisor must approve all travel requests. Once your supervisor approves the request, this form will be returned to you. In order to receive reimbursement, this approved form **MUST** be sent along with the *Travel Expense Voucher* to the Fiscal Services Office.

The deadline for submission of the request is five (5) work days prior to the travel date.

Employee Name _____ Date: _____

School/Department: _____

I request permission for out-of-district travel on: _____

Destination: _____

Estimated return time: _____

Reason for travel: _____

Substitute needed: Yes No

Employee's Signature: _____

Travel request: Approved Denied

Supervisor's Signature: _____

******If you fail to submit this form with your Travel Expense Voucher, the turnaround time of your reimbursement will be delayed.******