

**VERMILION PARISH SCHOOL BOARD
REQUEST FOR OUT OF PARISH TRAVEL**

Effective July 1, 2011 – June 30, 2012

Departing: _____ **CITY** on _____ **DATE** at _____ am/pm _____ **DESTINATION**

Returning: _____ on _____ at _____ am/pm _____

Purpose of Travel: _____

PLEASE ANSWER BELOW:

Bringing Students: ___ Yes ___ No

(If yes, please complete Form 100)

_____ School

Staff Member (Driver) Name, Please Print

Mobile Phone #

Staff Member (Driver) Signature

**Copy of Current Driver's License Required*

Requests may be denied after prior approval ([Please see priority list on website calendar](#)).

DEPARTMENTAL APPROVAL:

Indicate use/denial

ADMINISTRATIVE VAN REQUEST:

Principal / Department Head

Supervisor of Transportation - **Approval**

Supervisor of Transportation - **Denial**

SUPERINTENDENT'S APPROVAL:

PERSONAL VEHICLE USE REQUEST:

Superintendent

License Number

Date: _____

Approved

REQUEST FOR REIMBURSEMENT OF FUNDS

Transportation Miles _____ @ _____ .51 = \$ _____

Meals \$ _____

Lodging \$ _____

Registration \$ _____

TOTAL: \$ _____

APPROVED FOR PAYMENT:

Superintendent

Date: _____