## Denison Independent School District Out-of-district travel request

(Over 100 Miles)

Name of employee:			
_			
Title of Workshop/Se (Include location			
(morado rocarion			
Why employee needs (Directly applies	to attend: to job assignment, campus/distr	ict mission etc.)	
(Breetly appries	to job ussignment, eampus/aisu	et imission etc.)	
Are funds budgeted for	or this workshop/seminar/c	onference? Yes	No
*Permission is given travel.	to exceed hotel lodging rate	es if applicable for t	his out-of-district
Approve/Not Approv (Circle choice)	ed(Signature of	Principal)	(Date)
(Chele choice)	(Signature of	i imcipai)	(Date)
Approved/Not Appro			
(Circle choice) (Signature of Assistant Superintendent for Admin.) (I			nt for Admin.) (Date)