



association of california
school administrators

out-of-state travel requisition form

Date: _____

To: Wes Smith, Executive Director

From: _____

Activity: _____

Location: _____

Time Period: _____

Rationale for Attendance: _____

estimate of cost

AMOUNT	PURPOSE	BUDGET CATEGORY
\$ _____	Car Rental	_____
\$ _____	Lodging	_____
\$ _____	Meals	_____
\$ _____	Registration Fee	_____
\$ _____	Travel – Air	_____
\$ _____	Travel – Surface	_____
\$ _____	Other (Specify)	_____

\$ _____ Total Approved Amount

request must be approved prior to travel

Approved: _____ Date: _____
Department Head

Approved: _____ Date: _____
Executive Director

Return completed form to the Executive Office for approval and copy disbursement.
Please forward to Financial Services Department after all approvals.