

# TRAVEL AUTHORIZATION

Date Submitted

\_\_\_\_\_

Haywood County Schools  
1230 N. Main Street  
Waynesville, NC 28786

Approval is contingent upon availability of funds and subject to policy limitations.

Name:  Department/School:  Position:  Travel to (City and State):  Mode of Transportation:  School Vehicle Available: ____ Yes ____ No	Type Travel Requested: ____ In-State Travel                      ____ In-State Excess ____ Out-of-State Travel                  ____ Out-of-State Excess ____ Out-of-County Travel                ____ Out-of-County Excess ____ Blanket Travel                          ____ Non-State Employee Travel ____ Revised Request                      ____ Excess Registration/Lodging ____ Other _____ _____																								
Subsistence Expenses – Maximum per day: \$	Dates of Travel: Beginning Date: Time:																								
Registration Fee: \$	Ending Date: Time:																								
Total Estimated Expenditure: \$																									
<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Budget Code or Source of Funds:</th> <th style="text-align: left;">Code</th> <th style="text-align: left;">Amount</th> </tr> </thead> <tbody> <tr> <td>Expenses</td> <td></td> <td></td> </tr> <tr> <td>Gas Cost/Mileage _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Lodging _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Meals _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Registration _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td>Other (Specify) _____</td> <td>_____</td> <td>_____</td> </tr> <tr> <td style="text-align: right;">Total Amount _____</td> <td></td> <td></td> </tr> </tbody> </table>	Budget Code or Source of Funds:	Code	Amount	Expenses			Gas Cost/Mileage _____	_____	_____	Lodging _____	_____	_____	Meals _____	_____	_____	Registration _____	_____	_____	Other (Specify) _____	_____	_____	Total Amount _____			
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Signature:																									
Principal/Supervisor Approval: _____																									
Comments:																									
Copies to: Finance Office Principal's Office File, sender																									