

REQUEST FOR OUT-OF-STATE TRAVEL

Refer to Policy / Regulation / Forms / Instructions C1-R1-F1-3-I1

Name: SkillsUSA Student

Position / Department: CTSO

ACTIVITY / MEETING

Purpose of Trip: SkillsUSA National Conference (Costs per student)

Destination: City: Atlanta

State: GA

Departure Date: 6.1.26

Return Date: 6.6.26

ESTIMATED TRAVEL COSTS

Air Travel: \$ 700.00

Registration: \$ 310.00

Meals Per Diem: \$ 516.00

Lodging: \$ 1,250.00

Rental Car:

Mileage:

Miscellaneous: \$ 100.00

\$ 2,876.00

Total Estimated Cost:

Jennifer Laird Digitally signed by Jennifer Laird Date: 2026.05.07 15:49:34 -05'00'

Employee Signature

Date

Amber Pershica Digitally signed by Amber Pershica Date: 2026.05.08 05:08:16 -05'00'

Supervisor Signature

05/07/2026

Date

Handwritten signature: d. i. dent.

Superintendent Signature

Handwritten date: 5-7-26

Date

Requires pre-approval by the Superintendent and Board of Education before requisitions and or reservations are made.