



Cotati-Rohnert Park Unified School District
7165 Burton Ave
Rohnert Park, CA 94928
707.792.4705 ♦ 707.792.4739 Fax

Out of State Travel Request

Date of Request: _____

Travel authorization for conference is requested for the following employee(s):
(Place additional names, if any, on reverse side of this page)

<u>Name</u>	<u>Position/Title</u>
_____	_____
_____	_____
_____	_____
_____	_____

The employee(s) will be absent from the following regular duties:

_____ *Time and Date of Departure* _____ *Time and Date of Return*

Conference Name: _____
Agency: _____
Dates of Conference: _____
Place of Conference: _____

ESTIMATED COSTS

Vendor:	Amount:
<input type="checkbox"/> Air <input type="checkbox"/> Private Auto <input type="checkbox"/> Other	\$ _____
Meals & Lodging	\$ _____
Auto Rental	\$ _____
Other Charges	\$ _____
	\$ _____
Total Estimated Costs	\$ _____

Funds are available in Department Travel Budget #: _____

Signature: _____ Signature: _____
Budget Manager Employee Initiating Request

Out of State
 Approved Disapproved _____ _____
Board of Education Date