

BUDGETED 09-10



Erie County
Technical
School

**Erie County Technical School
Request for Travel Authorization**

Date of Request: 11/4/09
Requestor Name: Joe Salorino Position: Graphics Instructor
Destination: Philadelphia Pa Over 400 miles (Yes or No) YES
Purpose of Trip: ATTEND INDUSTRY EXPO (ON-DEMAND)
Date(s) of Trip: April 19-21, 2010
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ Approx. \$800.00
Signature: [Signature] Date: 11/4/09

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasowicz Date: 11/11/09

2. Director's Approval

Signature: [Signature] Date: 1/12/10

3. Board Approval (travel over 400 miles):

Signature: _____ Date: _____

Copies: Original to requestor, copy to Supervisor, copy to Business Office

Required by Board Policies 331, 431, 531 – Authorization to Travel

ISO Form #: 2300.05.00	Revision Date: April 17, 2009
This is a controlled form. Check the forms index for the most recent and correct version.	