



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

Date of Request: 9/17/09

Requestor Name: Ms Erdman Position: Early childhood Educ. Instructor

Destination: Nayc national conference Washington DC Over 400 miles (Yes or No) No

Purpose of Trip: to attend Nayc national conference

Date(s) of Trip: Wed. Nov. 18, 2009 - Sat Nov 21, 2009

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 1300.00

Signature: [Signature] Date: 9/17/09

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasowitch Date: 9/18/09

2. Director's Approval

Signature: [Signature] Date: 9/18/09

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.	