



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

Date of Request: October 19, 2011

Requestor Name: Elaine Shaffer Position: Business Partnerships

Destination: Cincinnati, Ohio Over 400 miles (Yes or No) No - 342

Purpose of Trip: 29th Annual Entrepreneurship Educational Conference

Date(s) of Trip: Nov 4-7, 2011

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ #700 scholarship received for conference + hotel.

Signature: Elaine Shaffer Date: ECTS expenses - use of school car and

Routing: October 19, 2011 \$16/day parking

1. Supervisor's Approval

Signature: _____ Date: _____

2. Director's Approval

Signature: [Signature] Date: 10/19/2011

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
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