

Same



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

Date of Request: April 9, 2015
Requestor Name: Jane Boyd Position: Student Instructional Aide
Destination: Forbes Road CTC, 607 Beatty Rd Over 400 miles (Yes or No) NO
Monroeville, PA 15146
Purpose of Trip: Paraeducators "Practical Strategies to Achieve Student Success"
in CTE programs
Date(s) of Trip: April 16, 2015

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$25.00 REGISTRATION FEE

Signature: Jane Boyd Date: 4-9-15

Routing:

1. Supervisor's Approval

Signature: [Signature] Date: 4-9-15

2. Director's Approval

Signature: [Signature] Date: 4/16/15

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.	



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

Date of Request: 30 MARCH 2015

Requestor Name: GINA SCARPINO Position: INSTRUCTIONAL AIDE

Destination: MONROEVILLE, PA Over 400 miles (Yes or No) NO

Purpose of Trip: PARAEDUCATOR IEP WORKSHOP

Date(s) of Trip: 4/15 - 16/2015

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 25.00 REGISTRATION FEE

Signature: *Gina M. Scarpino* Date: 30 MARCH 2015

Routing:

1. Supervisor's Approval

Signature: *[Signature]* Date: 4-9-15

2. Director's Approval

Signature: *[Signature]* Date: 4/16/15

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

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

Date of Request: March 30, 2015

Requestor Name: Jessica Litz Position: Instructional Aide

Destination: Forbes Rd. Career & Tech. Center - Monroeville, PA Over 400 miles (Yes or No) No

Purpose of Trip: Training- Practical Strategies to Achieve Student Success

Date(s) of Trip: April 15, 16, 2015

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 25.00 - Reg. fee

Signature: [Signature] Date: 3/30/15

Routing: [Signature]

1. Supervisor's Approval

Signature: [Signature] Date: 4-9-15

2. Director's Approval

Signature: [Signature] Date: 4/16/15

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

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