



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

Date of Request: August 7, 2014

Requestor Name: Jan Kennerknecht **Position:** Supervisor of Support

Destination: State College, PA **Over 400 miles (Yes or No)** No

Purpose of Trip: Integrated Learning Conference

Date(s) of Trip: November 5-7, 2014

Total Estimated Expenses:(Registration fees, hotel, food, mileage) \$ 450.00

Signature: Jan Kennerknecht **Date:** 8/7/14

Routing:

1. Supervisor's Approval

Signature: _____ **Date:** _____

2. Director's Approval

Signature: [Signature] **Date:** 8/13/14

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.	