



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

Date of Request: 6-2-16
Requestor Name: JOE SALORINO Position: INSTRUCTOR
Destination: ORLANDO, FL Over 400 miles (Yes or No) (Yes)
Purpose of Trip: GRAPH EXPO
Date(s) of Trip: SEPT. 26-29 (OR 30, DEPENDING ON TRANSPORTATION)
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ \$1,510.00
Signature: [Signature] Date: 6-2-16

Routing:

1. Supervisor's Approval

Signature: Joseph Tamasontel Date: 6/2/16

2. Director's Approval

Signature: [Signature] Date: _____

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.	