



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

Date of Request: 9-8-15
Requestor Name: JOE SALVINO Position: GRAPHICS INSTRUCTOR
Destination: CHICAGO Over 400 miles (Yes or No) (Yes)
Purpose of Trip: GRAPH EXPO
Date(s) of Trip: MONDAY 9-14 TO WEDNESDAY 9-16
~~THURSDAY 9-17~~
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ \$900.00
Signature: [Signature] Date: 9-8-15

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasovitch Date: 9-8-15

2. Director's Approval

Signature: [Signature] Date: 9/8/15

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.	