



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

Date of Request: 8-2-17
Requestor Name: JOE SALORINO Position: INSTRUCTOR - GRAPHICS
Destination: CHICAGO Over 400 miles (Yes or No) YES
Purpose of Trip: ATTEND PRINT'17 (GRAPH EXPO)
Date(s) of Trip: SEPT. 11-13, 2017
Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 700.00
Signature: [Signature] Date: 8-2-17

Routing:

1. **Supervisor's Approval**

Signature: Joseph Tarasovitch Date: 8-3-17

2. **Director's Approval**

Signature: [Signature] Date: 8/2/17

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.	