



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

Date of Request: 12-8-2017
Requestor Name: Kayla Noonan Position: Cosmetology Teacher
Destination: Atlanta, GA Over 400 miles (Yes or No) yes
Purpose of Trip: Chosen to become a Certified Trainer for Sunlights
Date(s) of Trip: Feb 9th, Feb 12th, Feb 13th Bulapage Techniques

Total Estimated Expenses: (Registration fees, hotel, food, mileage) \$ 0

Signature: [Signature] Date: 12-8-2017

Routing:

1. Supervisor's Approval

Signature: Joseph Tarasowitch Date: 12/13/17

2. Director's Approval

Signature: [Signature] Date: 12/13/17

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