

**NATIONAL SCHOOL DISTRICT
REQUEST FOR AUTHORIZATION FOR ADVANCE OF FUNDS FOR TRAVEL**

.....
NAME _____ DATE _____

ACTIVITY _____

LOCATION _____ AMOUNT OF ADVANCE _____

DATE(S) OF ATTENDANCE _____

FUNDING SOURCE _____

.....
APPROVED BY _____ DATE _____

District Superintendent

Per Board Policies BP 4133, 4233, 4333 – Governing Board Approval Date: April 13, 1988
Advances must be repaid or adjusted on the “Travel Expense Claim” upon return from the trip.

NSD-4/2001

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