

**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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