



CTE TEACHER TRAVEL REQUEST

(Conference/Workshop, Competition, With/Without Students)

Please type or print all information; illegible forms will be returned. Attach event documents to this form (web printouts, flyers, etc.) All Tyler ISD travel guidelines must be followed.

Teacher Information:

Teacher Name: _____ Date of Request: _____

Campus: _____ Program Area: _____

Event Information (conference, workshop, competition):

Name of Event: _____ City of Event: _____

Date(s) of Conference/Workshop: _____ (Overnight Only) Leave Date: _____ Return Date: _____

of Days Sub Needed: _____ Event Rate: _____ Hotel Rate (per night): _____

of Meals Provided (hotel/conf): B: _____ L: _____ D: _____ Purpose of Event: _____

Car Occupants (use back of form if more space is needed): _____

For Overnight Travel Only: (2 teachers of same gender per room; 4 students of same gender per room)

Hotel Name, Address, Phone: _____

Event & Hotel Websites: _____

Room shared with (use back of form if more space is needed): _____

For Student Travel Only:

Number of Male Students: _____ Number of Female Students: _____

Number of Hotel Rooms: _____ Number of Personal Vehicles: _____

Departure Time: _____ am or pm (circle one) Return Time: _____ am or pm (circle one)

If a bus is needed, complete and provide the CTE office with the: "Transportation-Extra Run Request" form: (to locate form: TISD Forms → Miscellaneous Forms → Transportation-Extra Run Request)

(Please print the names of all occupants in each vehicle on the back of this form)

Travel Requirements:

Teacher will:

- Secure written approval from: 1) CTE Coordinator; 2) Campus Principal (or designee)
- Upon obtaining written approval from the CTE Coordinator and Principal below, scan/email this form to the CTE Secretary for a sub code. The CTE Coordinator, Principal, or other administrative director may rescind previously approved travel at any time.
- Upon obtaining written prior approval from the CTE Coordinator and Principal and obtaining a sub code from the CTE Secretary:
 - Reserve hotel for self and students
 - Reserve event for self and students
 - Secure parent permission forms if traveling with students
 - Request buses (if needed) per above instructions
 - Submit all reimbursement documents to CTE office upon successful completion of event for reimbursement of expenses

CTE Coordinator must approve travel prior to Principal approval if CTE budget is funding the travel. CTE teachers will obtain Principal's signature for: 1) approval to travel; 2) verification of UIL guidelines. CTE Coordinator and Principal approval (via signatures) is required for travel. Once all signatures are obtained, scan and email this form to CTE Secretary for sub code.

Teacher Signature: _____ Date: _____

CTE Coordinator Signature: _____ Date: _____

Principal Signature: _____ Date: _____