

*Tyler Independent School District*

**Request for OUT-OF-STATE TRAVEL**  
(Employee and Student)

*Employee* \_\_\_\_\_ *Job Site* \_\_\_\_\_

*Today's Date* \_\_\_\_\_  
(This request must be submitted 30 days prior to date(s) of absence.)

*Destination* \_\_\_\_\_

*Reason for Out-of-State Travel* \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*Date(s) of Absence* \_\_\_\_\_ *Number of Days Absent* \_\_\_\_\_

\_\_\_\_\_  
*Signature of Employee*

*Contact Information* \_\_\_\_\_

\_\_\_\_\_

*Hotel* \_\_\_\_\_

\_\_\_\_\_

*Comments* \_\_\_\_\_

\_\_\_\_\_

**PLEASE ATTACH APPROPRIATE DOCUMENTATION**

*Approved*

*Denied*

\_\_\_\_\_  
**Deputy Superintendent**