



FALL RIVER SCHOOL COMMITTEE
Out-of-State Travel Request – FACULTY/STAFF

Date of Request:

Administrator requesting the travel:

School/Department:

DESTINATION	
WORKSHOP NAME/OBJECTIVE(S):	
NAMES OF PARTICIPANTS	
DATE(S)	
DEPARTURE/RETURN TIME	
MEANS OF TRANSPORTATION	
COST	
FUNDING SOURCE(S)	

- *All travel requests must be in the School Committee office ten (10) days prior to a Regular School Committee Meeting. Meeting dates are posted on the website.*
- *One request per form, please. Kindly submit to Rebecca L. Caron, School Committee Office, or electronically to rcaron@fallriverschools.org.*
- *Please attach any additional information you may have.*
- *Even if there is no cost to the district or staff member, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.*

SIGNATURE OF APPROVAL: _____