

# South Panola School District

ph. 662.563.9361 209 Boothe Street, Batesville MS 38606 fx. 662.563.6077

SPSD School Board

## REQUEST FOR TRAVEL

Decreed 10/16/1990

Your Name \_\_\_\_\_ Date of Request : \_\_\_\_\_

Your School \_\_\_\_\_ Estimated Cost : \_\_\_\_\_

Date(s) of Travel \_\_\_\_\_ Funding Source : \_\_\_\_\_

Location of Travel \_\_\_\_\_

Name of your Class, Group or Organization \_\_\_\_\_

Describe Purpose of Travel (Educational, Professional Development, Athletic Event, other) below:

---

---

Please List Students and Personnel who will traveling below: (attach separate sheet if needed)

---

---

---

Yes  
Level 1 Professional personnel who are sent by the district to a professional meeting will be classified as level 1. These trips will be unlimited at the discretion of the district.

Yes  
Level 2 Professional personnel who request permission to attend a professional meeting on their own will be classified level 2. These trips will be limited to one trip per year.

\* If your or your group(s) has attended a Level 2 Trip this year please list date and description:

Date & Description: \_\_\_\_\_

Date & Description: \_\_\_\_\_

Yes  
Level 3 Professional personnel who request permission to take a field trip\* will be classified as level 3. These (major field trips) will be limited to one trip per year. \*The term - field trip - as used in this policy refers to major trips. It does not limit or refer to : local trips, such as the police station, fire station, class picnic in the park, educational organization

\* If your or your group(s) has attended a Level 3 Trip this year please list date and description:

Date & Description: \_\_\_\_\_

Date & Description: \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Director

Approved  Disapproved

\_\_\_\_\_  
Signature of Superintendent

Approved  Disapproved

Note: Requests must be approved by your supervisor before being submitted to the superintendent. All requests for travel must be submitted to the School Board for approval before the trip is made. The SPSP School board meets the third Tuesday of each month.