

**Travel; Request**

Request to be Absent from District

It is the intent of the administration to approve requests to be absent from the district for authorized meetings or conferences which relate specifically to the requester's job description and when attendance is of direct benefit to the district. All requests for expenses must be within the budgeted amount and within the appropriate budget designed for the travel of the individual requesting funds.

Requests shall be directed to the following administrator(s) for approval or disapproval at least 10 days prior to the trip:

1. In State Travel

- a. Principal/department head approval
- b. Add State and Federal Office approval if categorical funds
- c. Add Cabinet representative if over \$500

2. Out of State Travel

- a. Principal/department head approval, and
- b. Add State and Federal Office approval if categorical funds
- c. Cabinet representative

Regulation FRESNO UNIFIED SCHOOL DISTRICT

approved: August 24, 1995 Fresno, California

reviewed: June 1, 2001