

PREPARED BY: _____
Birdville ISD Employee

APPROVED BY: _____
Birdville ISD Employee's Supervisor

APPROVED BY: _____
Type Name:

APPROVED BY: _____
Type Name:

APPROVED BY: _____
Leadership Approval [FOR OUT OF STATE TRAVEL ONLY]

APPROVED BY: _____
Director of Business

This report is due within five days after return from trip and all receipts and statements indicated above must be attached.

Additional Notes/Comments

[please follow format for informative notes: mdoporto—I will be requesting hotel check prior to trip.]