



**Granbury ISD**  
**Request for Out of State Travel**

**Name of group or organization:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_

**Date of departure and return:** \_\_\_\_\_

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

**Purpose of trip, i.e., event to be attended, instructional value of the trip:**

\_\_\_\_\_

\_\_\_\_\_

**Estimation of total trip cost:** \_\_\_\_\_

**Estimation of district's cost of trip:** \_\_\_\_\_

**Estimation of organizations cost of trip:** \_\_\_\_\_

**District employee sponsor and organization:** \_\_\_\_\_

**Number of students/employees participating:** \_\_\_\_\_

**Signature of district employee sponsor:** \_\_\_\_\_

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***For Office Use Only***

Approved

Denied

Reason, if denied: \_\_\_\_\_

\_\_\_\_\_

**Board or Designee Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_