

**BOARD MEMBERS**

April M. Griffin  
Robert P. Hyatt  
Leannetta McNealy, Ph.D.  
Gunnar F. Paulson, Ed.D.  
Eileen F. Roy

**SUPERINTENDENT**

Karen D. Clarke



*We are committed to the success of every student!*

District Office  
620 East University Avenue  
Gainesville, Florida  
32601-5498

www.sbac.edu  
(352) 955-7300  
Fax (352) 955-6700

Administration  
**Request to Travel Out of State**

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

To: Superintendent's Office, ACPS District Office

Re: District approval needed for out of state travel requests

Employee's Name: \_\_\_\_\_

Job Title: \_\_\_\_\_

School/Center: \_\_\_\_\_

Purpose of Trip: \_\_\_\_\_

Location: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Funding: \_\_\_\_\_

\_\_\_\_\_  
Principal's approval:

\_\_\_\_\_  
Date approved

\_\_\_\_\_  
District approval:

\_\_\_\_\_  
Date approved

Send completed form to the district office for approval  
Email: [supt@gm.sbac.edu](mailto:supt@gm.sbac.edu)  
FAX: 352-505-1682