



The purpose of this form is to request approval for work release and authorization to incur expenses. This form requires approval in advance of work release and work-related travel costs when an employee attends conferences, workshops, or other work-related meetings that are held away from an employee's regular work location.

Requestor's Information	
Name: _____	Date of Request: _____
Job Title: _____	Building: _____

Event Information	
Title of Event: _____	Date of Event: _____
Location of Event (City/State): _____	Registration Due: _____

Purpose of Event

Travel Pre-Approval	
Travel Dates: _____	Estimated Cost: \$ _____
Method of Travel (circle one): Car - Plane - Other (describe) _____	

Approval	
Is a Substitute required: (circle one) Yes or No	Number of days: _____
_____	_____
Signature of Supervisor	Signature of Budget Manager