

Fentress County Board of Education

1011 South Old Hwy. 127
Jamestown, TN 38556
(931) 879-9218

**TRAVEL
REQUEST**

Date: _____

To: _____
Supervisor

Mike Jones
Director of Schools

From: _____

Department/School _____

Purpose of trip _____

Destination _____

Departure Date _____ Return Date _____

Date/Time Event Begins _____

Hotel/Rate _____

Meals _____

Transportation _____

Registration Fee _____

Total Estimated Cost of Trip _____

***Attach brochure/itinerary if available**

Approved _____ Supervisor

Denied _____ Supervisor

_____ Director

_____ Director

Line Item Funds to be Used _____