



**IRVINGTON BOARD OF EDUCATION**

1 University Place, 4<sup>th</sup> Floor

Irvington, NJ 07111

***BUSINESS OFFICE REQUEST FOR TRAVEL WAIVER***

**LOCATION:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**REASON FOR TRAVEL** (Please be detailed):

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*(Please attach supporting documentation)*

**WHO WILL BE TRAVELING?**

	<u>NAME</u>	<u>TITLE</u>
1.		
2.		
3.		
4.		
5.		

*(Please attach additional sheets, if necessary)*

Number of Students Traveling (if applicable): \_\_\_\_\_

**TRAVEL DATES:**

From: \_\_\_\_\_ through \_\_\_\_\_

Signature: \_\_\_\_\_

Note: In-state student athletic events requiring an overnight stay do not need a travel waiver. However, board approval and compliance with the US General Services Administration (GSA) are required.