

*Topic:*

## **Out of State Travel**

*Reference or Contact:*     [\*\*Travel Department\*\*](#)

Out of State travel requires the approval of an employee's immediate supervisor/principal, the Associate Superintendent and the Deputy Superintendent. The [Out of State Travel Request Form](#) shall be completed in its entirety and submitted for approval at least 30 business days prior to the first day of related travel (you must be signed in to the Lubbock ISD website to view the form).

Once the *Out of State Travel Request Form* is approved by the appropriate parties, the employee requesting such travel shall complete and submit an [Employee/Student Sponsor Travel Arrangement Form](#) to the Travel Department for processing.

Additional information regarding out of state travel arrangements can be found by contacting the [Travel Department](#).