



Olympic ESD 114 Early Learning Department

Travel Planning Guide Procedures

This form is completed when you are attending a training. It provides all the information necessary to make travel arrangements for you. Please fill out the form completely and print legibly. Attach any information about the conference, including the registration form or website flyer information to this form. Some of the information may not apply if you will not be staying overnight or taking a flight. Just fill in the information that applies to you.

Most important, make sure to circle which grant will be paying for the training and travel. This is really important to the budgeting for the year. Also, include your account distribution for your training. (If you know that you are 40% ECEAP and 30% HS and 30% EHS, please include that on the line provided for you). Once the form is complete, attach to your Travel Request form along with your completed training registration form and turn in to your supervisor.

If you have any questions while filling out this form, please contact the Administrative Assistant at 360-478-6887 for assistance.