



Professional Development / Conference
Employee Travel Request Form

Building: Admin

Name(s): 1. Adam Vaught 2. _____
3. _____ 4. _____
5. _____ 6. _____

Event / Conference: AvigilonUnityAccess7OperatorandAdministratorTraining

Travel Destination (City/State): Allen, TX

Date(s): Leave: 11-9-2026 Return: 11-12-2026

Registration Approximate Total Cost: \$ 0 / \$ _____ per person

Hotel Approximate Total Cost: \$ 350 / \$ _____ per person

Flight Approximate Total Cost: \$ 500 / \$ _____ per person

Car Rental Approximate Cost: \$ 250

Pre-Travel Approval Signatures

Principal: _____

Date: _____

Superintendent: _____

Date: 8/20/26

FCS Board of School Trustees: Dulaine Hill

Date: 9/14/26