



Professional Development / Conference
Employee Travel Request Form

Building: Administration

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

Event / Conference: Arigilen Unity Access Training - in person - instructor led

Travel Destination (City/State): Allen, TX

Date(s) Leave: 1-26-2026 Return: 1-29-2026

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

Hotel Approximate **Total Cost**: \$ 400 / \$ _____ per person

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

Car Rental Approximate Cost: \$ 250

Pre-Travel Approval Signatures

Principal: _____ Date: _____

Superintendent: Dr. David Clandorin Date: 12-17-25

FCS Board of School Trustees: Dale Bill Date: 1-12-26