



Professional Development / Conference  
Employee Travel Request Form

Building: Administration

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

Event / Conference: Argile 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: \$ 8 / \$ 8 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: Mr. David Cleverney Date: 12-17-25

FCS Board of School Trustees: Delaine Bell Date: 1-12-26