

OUT OF STATE TRAVEL – FACULTY/STAFF

The Ellsworth School Committee (ESC) recognizes the periodic need for faculty/staff to travel outside the State of Maine.

The trip purpose, itinerary, proposed budget and source of funding must be approved by the appropriate Building Administrator prior to presentation to the Superintendent for approval.

The Superintendent will report his/her approval to the ESC at its next regularly scheduled meeting.

Adopted: **October 10, 2000**

Revised: **October 18, 2005**
November 7, 2006 (formatting, grammar only)