

# Jackson/Perry Regional Office of Education

Donna S. Boros, Regional Superintendent

---

## Travel Approval Request

Name of Teacher Requesting Approval: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

School District \_\_\_\_\_ Date(s) of Travel: \_\_\_\_\_

Intended Destination: \_\_\_\_\_

Social Security Number \_\_\_\_\_ CPDU's Requested:  12  15

(Foreign Lang. To  
Related Lang.  
Destination)

In the space provided below, please identify the activities or aspects of the travel and how they will contribute to your professional development.


You must send this form to the Regional Office of Education 30 days prior to the event.

NOTE: Your copy of the signed/returned travel approval request for CPDU credit will indicate that your travel has been approved by the ROE. **\*Teachers MUST keep a copy of their travel itinerary and written journal that summarizes the travel experience and reflects on how you plan to use what was learned in the context of your teaching for certificate renewal purposes.**

\_\_\_\_\_  
Donna S. Boros, Regional Supt.

\_\_\_\_\_  
Date Approved by ROE

*Be advised that supporting documents must be retained by the teacher. In the event of an audit, he/she might be asked to show an itinerary and written journal summarizing the experience and application to classroom practice.*

Jackson County Courthouse  
Murphysboro, Illinois 62966  
Phone: 618/687-7290 Fax: 618/687-7296