

The University of Georgia Cooperative Extension REQUEST FOR OUT-OF-DISTRICT TRAVEL

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|--|-------|-----|-----------------------|
| Date: | | | |
| Permission is requested to leave my district | FROM: | TO: | On official business. |
| Points to visit: | | | |
| Purpose of trip: | | | |
| | | | |
| Employee signature & date: | | | |
| Approved by Supervisor: | | | |
| <i>The University of Georgia, The U.S. Department of Agriculture and Counties of the State Cooperating. The Cooperative Extension offers educational programs, assistance and materials to all people without regard to race, color, national origin, age, sex, or handicap status. An Equal Opportunity/Affirmative Action Organization</i> | | | |

**This form is to be filled out PRIOR to leaving the
County office and faxed to the District Office.**