**Alabama FFA Association**

**State-District FFA Officer Travel Approval Form**

This travel approval form must be submitted to FFA Executive Secretary (State Officers) or District Advisor (District Officers) at least one week in advance of a planned FFA trip to seek approval. The officer should not follow through with the travel plans until approval has been given. The Executive Secretary or District Advisor will sign and email the form back to the officer either approved or not approved. No reimbursement for travel will be paid unless the officer has this approved form attached to their travel reimbursement form. The only exceptions to this rule will be for planned state or district events as specified by the Executive Secretary or District Advisor (examples: district eliminations, executive committee meetings, district officer meetings, state convention, etc.).

**Alabama FFA Officer:**

**Date of Planned Trip:**

**Location of Planned Trip:**

**Estimated Mileage:**

**Purpose of Planned Trip:**

**List any other officers attending this event:**

***(More than one officer cannot attend an event without prior approval)***

 **If another officer is attending, why?**

**Who initiated this visit?** [ ] **You** [ ] **Chapter Advisor** [ ] **Other:**

**Office Use Only:**

State Staff Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_\_

[ ] Approved

[ ] Not Approved