TEMPORARY DUTY ELSEWHERE

(TDE)

You must give completed TDE to principal's secretary 3 weeks prior to the trip.

The following must be filled out accurately:

- 1. Please mark yes or no for travel expenses
- 2. Mark yes or no for Sub and how many days
- 3. Name, School, Dates of Travel, Signature
- 4. Information to list in this section: If taking students list names/numbers or TBD, need a rental car, minivan or bus. If you don't have actual cost, an estimated one will work. (include copy of mileage)
- 5. Name of Activity/Purpose for Attending
- 6. Location/Travel Dates
- 7. Requested by Teacher Signature/Title/Date you filling out form.
- 8. TDE Approved By Signature Principal, Title/Date principal signs

Car/Van rental procedures and bus information see principal's secretary

Sample

PINELLAS COUNTY SCHOOLS

TEMPORARY DUTY ELSEWHERE

THE FOLLOWING EXPENSES ARE AUTHORIZED FOR THE EMPLOYEE(S) LISTED BELOW

	PENSE 🚪			SUBSTITU	ITE T	FACHER	(S)	Į		
x YES	ESTIMATED COST		TOTAL	_x_YES		IUMBER		OST PER SL	JB	TOTAL COST
NO	Include mileage per d transportation, registra		\$ 750.00	NO		2	X	71.00	······································	142.00
3	NAME	***************************************	OL/DEPARTMENT			DATE	(S)		S	GNATURE
John Doe Dunedin High			10/1-7/2011							
									and the second s	
Students	attending conference.	Jill Smith, Da	ıvıd Jones, Erın Br	own.						
(If you	will be needin	a to rent	a car and/o	r mini v	.013	വിക്കു	2			
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	ACTIVITY AND PURPOSE	FOR ATTENDI	NG 5							`
	ACTIVITY AND PURPOSE A National Competition	FOR ATTENDI	NG S							`
SkillsUSA		FOR ATTENDI	NG S	T		EL DATES				`
SkillsUSA LOCATION	National Competition Kansas City, MO	FOR ATTENDI			FRC	OM 10-4	01-11	THR		
SkillsUSA LOCATION Pursuant to S	National Competition	FOR ATTENDII	I hereby certily or a	tfirm that to th	FRC ie be	OM 10-4 st of my k	<u>01-11</u> (nowledg	ge the expen		
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