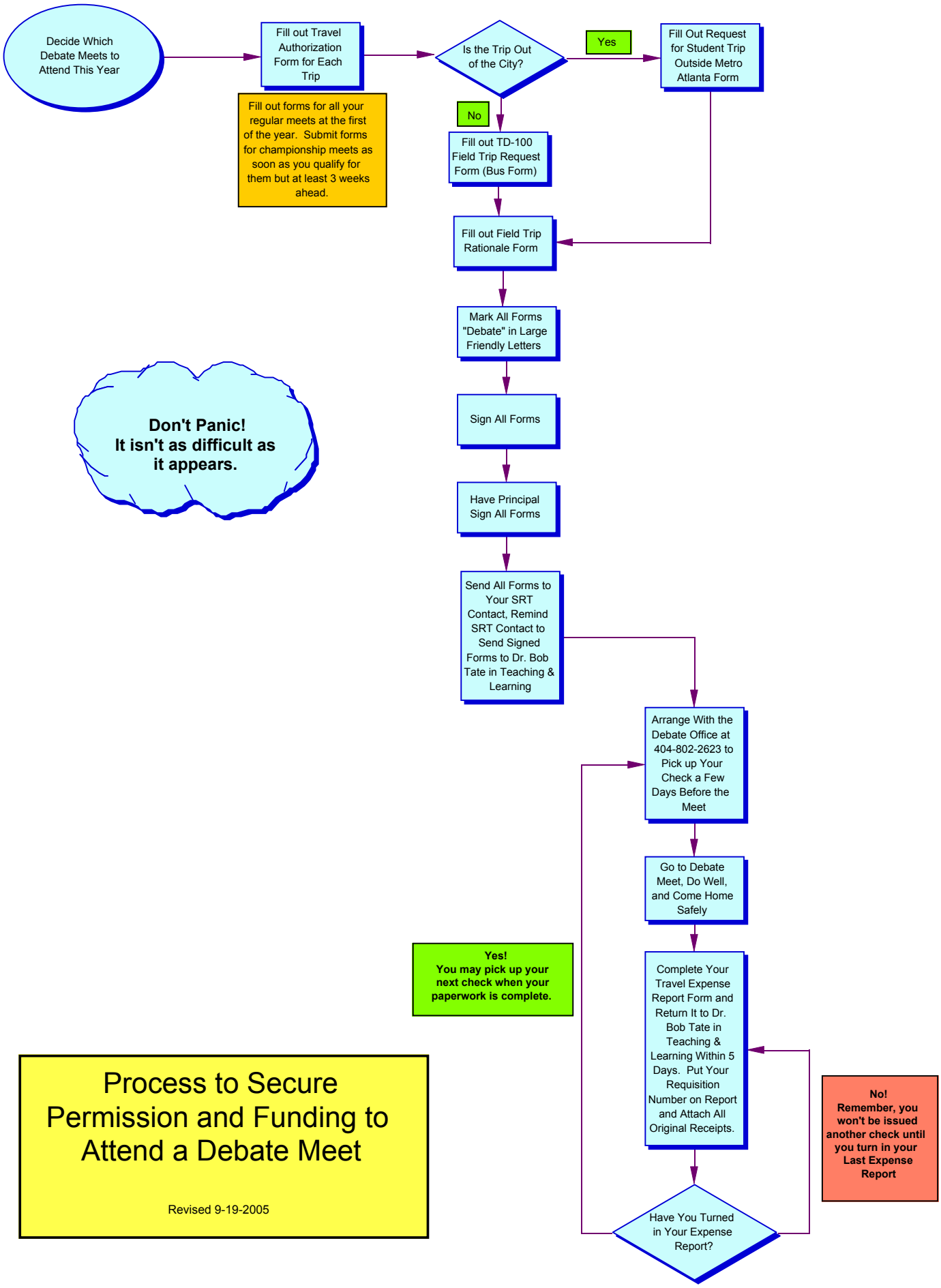
Decide Which Debate Meets to Attend This Year
Fill out Travel Authorization Form for Each Trip
Fill out forms for all your regular meets at the first of the year. Submit forms for championship meets as soon as you qualify for them but at least 3 weeks ahead.
Is the Trip Out of the City?
Yes
Fill Out Request for Student Trip Outside Metro Atlanta Form
No
Fill out TD-100 Field Trip Request Form (Bus Form)
Fill out Field Trip Rationale Form
Mark All Forms "Debate" in Large Friendly Letters
Sign All Forms
Have Principal Sign All Forms
Send All Forms to Your SRT Contact, Remind SRT Contact to Send Signed Forms to Dr. Bob Tate in Teaching & Learning
Don't Panic! It isn't as difficult as it appears.
Arrange With the Debate Office at 404-802-2623 to Pick up Your Check a Few Days Before the Meet
Go to Debate Meet, Do Well, and Come Home Safely
Yes! You may pick up your next check when your paperwork is complete.
Complete Your Travel Expense Report Form and Return It to Dr. Bob Tate in Teaching & Learning Within 5 Days. Put Your Requisition Number on Report and Attach All Original Receipts.
No! Remember, you won't be issued another check until you turn in your Last Expense Report
Have You Turned in Your Expense Report?
Process to Secure Permission and Funding to Attend a Debate Meet
Revised 9-19-2005