



# Ferndale School District #502 Travel Authorization Request Form

Ferndale School District No. 502  
Administrative Procedures No. 5341 P-1  
Attachment 1

**Directions:** Complete top portion of form in ink with event details, then sign, date and submit paperwork to your Building Administrator/Program Director for approval. Be sure to attach agenda or other workshop information as well as registration paperwork. If the application is approved by the Building Administrator/Program Director, forward agenda &/or event information and both copies of this form to the Business Office. Upon return from the trip, complete the shaded half of the form with actual expenses that you are requesting reimbursement for and return to the Business Office for processing.

Name: \_\_\_\_\_ School / Dept: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Date(s): \_\_\_\_\_ Location of Event: \_\_\_\_\_

**Please answer the following:**

1. What is the name of this workshop/conference and why do you wish to attend? *(Please attach an agenda and/or a description of the event to this request.)* \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

District Vehicle to be used? Yes  No  (Multiple attendees – carpool required)

Itemize ANTICIPATED expenses	Amount	Account	P.O. No.*
A. Registration	\$ _____	_____	_____
B. Lodging	\$ _____	_____	_____
C. Meals (overnight only)	\$ _____	_____	_____
D. Travel/Transportation	\$ _____	_____	_____
E. Substitute	\$ _____	_____	_____
Total	\$ _____	_____	_____

\*Attach Requisitions for expenses to be paid by P.O.

Participant Signature \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Signature \_\_\_\_\_ Date: \_\_\_\_\_

**REIMBURSEMENT REQUEST FOR ACTUAL PERSONAL EXPENSES**  
**(Receipts Required)**

A. Registration	(Attached receipt – No membership reimbursed)			\$ _____
B. Lodging	(Attached dated receipt showing your expenses only)			\$ _____
C. Travel/Transportation	(If district vehicle was not used _____ miles @ _____/MI)			\$ _____
D. Meals (overnight only)	Date	Breakfast	Lunch	Dinner
	_____	_____	_____	_____
	_____	_____	_____	_____
	_____	_____	_____	_____
Total Meals (include tax & gratuity)	_____	_____	_____	\$ _____
E. Other Expenses:	Taxi – Ferry – Parking (Itemize – RECEIPT REQUIRED)			\$ _____
<b>Total Reimbursement Requested:</b>				<b>\$ _____</b>

**I hereby certify under penalty of perjury that this is a true and correct claim for necessary expenses incurred by me and that no payment has been received by me on account thereof.**

Date \_\_\_\_\_ Signed \_\_\_\_\_  
Claimant (use pen only) Building Administrator/Program Director

## FERNDALE SCHOOL DISTRICT

Ferndale, Washington

### MILEAGE REGULATIONS

#### I. DISTRICT VEHICLE AVAILABLE

- A. Staff members may use District vehicles for attendance at meetings, conferences, workshops, etc., when such vehicles are available and for whatever reason it is impractical to use their personal vehicle.
- B. Staff members attending the same activity will ride together.
- C. Mileage expenses will be charged to the budget that was supplied for the travel.

#### II. DISTRICT VEHICLE NOT AVAILABLE

- A. If a District vehicle is not available, it is still expected that staff will carpool whenever feasible. When carpooling, the driver will be reimbursed at the allowable IRS rate.
- B. If carpooling requires more than one vehicle (over four people per vehicle), each driver will be reimbursed at the allowable IRS rate.
- C. If circumstances are such that carpooling is not feasible, as determined and given prior approval by the director for business and support services, each driver will be reimbursed at the allowable IRS rate.
- D. Mileage reimbursement is processed at the allowable IRS rate if a personal vehicle is driven and no one else is traveling to the same destination with whom the person could ride.
- E. Mileage expenses will be charged to the budget that is supplied for the travel.

#### III. DISTRICT VEHICLE AND/OR CAR POOL AVAILABLE BUT DRIVER WISHES TO USE PERSONAL VEHICLE

It is recognized that there may be extenuating circumstances wherein an individual may wish to use his/her own vehicle. In such cases, with prior approval of the director for business and support services, mileage will be compensated at the allowable IRS rate.

#### IV. MEALS:

##### **Per Diem Allocation:**

Up to \$8.00 for breakfast, up to \$9.00 for lunch, and up to \$14.00 for dinner (excluding maximum gratuity of 15%).

Any costs in excess of these amounts are at the personal expense of the individual unless the director for business and support services or the superintendent approves a written request for an exception, due to extenuating circumstances, and only if the amount requested is documented with an itemized receipt.