



# SNOQUALMIE VALLEY

SCHOOL DISTRICT

## OVERNIGHT OR OUT-OF-STATE TRAVEL AUTHORIZATION REQUEST

**PRIOR APPROVAL IS REQUIRED**

**Employee's Request:**

Name: _____		Location: _____		Position: _____	
Name of Conference/Workshop/Other: _____					
City/State/Zip: _____					
Purpose/Educational Benefit: _____					
Other Staff Attending: _____		# of Chaperons: _____		# of Students: _____	
Departure Date: _____		Departure Time: _____		Return Date: _____	
Return Time: _____					
Substitute Required:	Yes	No	Dates: _____		
	Full Day	Half Day	# of Days: _____		
Mode of Travel:	Air/Train	Private Car	District Car	District Bus	
Specify any special conditions or expectations relating to request: _____					

ITEM	EST. AMOUNT REQUESTED	METHOD OF PAYMENT	ACCT. CODE TO CHARGE
Registration			
Lodging			
Transportation			
Mileage*			
Other Expenses (Parking, Fares, Taxi, etc.)			
Substitute Cost**			
Meals Per Diem***			
Other Activities (attach quotes/estimates)			

\*Use current IRS mileage rate to compute cost of mileage of using personal vehicle.

\*\*Use current daily rate of pay for substitutes.

\*\*\*Do not claim Per Diem rate if the meals are included in the registration fee. Receipts are not required if claiming Per Diem. ASB travel requires detailed receipts and ASN Student Body Approval.

**Required Authorization:**

Requester's Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor/Admin Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent Approval Needed for Washington Overnight Travel (Includes Portland, OR)

Board Approval \_\_\_\_\_ Date \_\_\_\_\_

Board Approval Needed for Out-of-State & Out-of-Country Travel

**SNOQUALMIE VALLEY SCHOOL DISTRICT**

8001 Silva Avenue S.E. | P.O. Box 400 | Snoqualmie, WA 98065 | (425) 831-8000 | www.svsd410.org