

Lake Stevens School District
Student Expense Request
Advance Travel Fund A.S.B.

Revised 9/23

ADVISOR _____ ACTIVITY _____

BUILDING _____ DATES OF TRAVEL _____ TO _____

EVENT ATTENDING _____

DESTINATION (CITY, STATE) _____

DATE OF REQUEST _____

Signature of applicant/Advisor _____

ESTIMATED STUDENT EXPENSES

Meals: 1. Meal Allowance Method

<u># of Meals</u>	<u># of Students</u>		\$
_____ x _____		Breakfast @ \$10.00	\$ _____
_____ x _____		Lunch @ \$10.00	\$ _____
_____ x _____		Dinner @ \$10.00	\$ _____
		Total	\$ _____

Meal allowance receipts are not required.
Meal allowance will not be higher than the standard per diem rate set by the district of \$30.00/ day.

Other: _____ \$ _____

Total Estimated Student Expenses \$ _____

Will a fleet/gas card be required to attend this event? Yes _____ No _____

- I hereby acknowledge receipt of the above amount as an advance for expenses to be disbursed to the individual students for official school district business as authorized by board policy.
- I understand that the affidavit of receipt of advance travel money **signed by all students attending** must be submitted to the school business office **on or before the 10th day** following the end of the travel period, along with any unexpended portion of the advance (payable by check or money order- **PLEASE DO NOT SEND CASH**). Since this is a revolving fund, it is necessary that such advances be repaid quickly so that others may have the use of these funds.
- Failure to meet the above conditions may result in the withholding of amounts owing from your next payroll and/or a charge of 10% annum penalty on the amount owed.
- I understand the purpose of the Advance Travel Revolving Fund and agree to comply with the repayment regulations described above. I further understand that approved expenses exceeding the advance amount may be claimed on a Travel Expense Voucher form and will be paid to me by regular warrant.

A.S.B. Authorization

Activity/Club Advisor

A.S.B Treasurer

A.S.B. School Secretary

Account Code

For accounting use only:

Check #	Date	Amount
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