

Lake Stevens School District
Student Expense Request
Advance Travel Fund – General Fund

Revised 9/23

ADVISOR _____ ACTIVITY _____

BUILDING _____ DATES OF TRAVEL _____ TO _____

EVENT ATTENDING _____

DESTINATION (CITY, STATE) _____

ACCOUNT CODE _____ DATE OF REQUEST _____

ESTIMATED STUDENT EXPENSES

Meals: 1. Meal Allowance Method

# of Meals	# of Students		
_____	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 the 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.

Signature of applicant/advisor

Signature of budget authority

For accounting use only:

Check #	Date	Amount