

LAKE STEVENS SCHOOL DISTRICT

STAFF WORKSHOP/OBSERVATION/TRAVEL REQUEST FORM

Optional for use with In-State Travel Under 100 miles

Date of Request: _____ Teaching Assignment: _____
 Name¹: _____ School/Dept: _____
(see back for multiple travelers)
 Location of Event: _____ Date(s): _____
 Departure Date & Time: _____ Return Date & Time: _____
 Purpose/Objective: _____

Travel is: In State, under 100 miles (If In-State Over 100 miles or Out of State, separate Form 3050F-1 is required)
 Students Attending: No Yes How Many? _____ (Extended Educational Excursion Prospectus required)

Estimated Costs

Registration - 7330	attach registration information	\$ _____
Lodging ² - 8581	_____ # nights x \$_____ approved maximum/night	\$ _____
Mileage - 8580	_____ # personal vehicle miles x \$_____ IRS rate/mile	\$ _____
Public Carrier - 8580	<input type="checkbox"/> Air <input type="checkbox"/> Train <input type="checkbox"/> Bus	\$ _____
Rental Car - 8580	_____ # days x \$_____ /day	\$ _____
Parking - 8580	_____ # days x \$_____ /day	\$ _____
Miscellaneous - 8580	<input type="checkbox"/> Taxi <input type="checkbox"/> Limo <input type="checkbox"/> Shuttle <input type="checkbox"/> Ferry <input type="checkbox"/> Rideshare	\$ _____
Other - 8580	describe _____	\$ _____
	describe _____	\$ _____
Substitute— 212X or 312X	_____ # days substitute required x \$_____ /day	\$ _____
	_____ date(s) substitute needed	
Meals ² - 8580	use chart below - exclude meals provided in registration	\$ _____
TOTAL³		\$ _____

Date(s)									Total
Breakfast									
Lunch									
Dinner									
Total									

¹ see back for multiple travelers
² Per LSEA CBA 7.07.C, GSA rate for location will be used to determine allowable meal cost. Refer to www.gsa.gov for reasonable rates for location
³ totals should match

Approval

Principal/Department Head

Date

Comments (more space below)

Administrator

Date

Comments

Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
Account Code: _____	\$ _____
	TOTAL³
	\$ _____

³ totals should match

ADDITIONAL COMMENTS / DEPARTMENT HEAD/PRINCIPAL

1. Expenses for this activity should be ____ Approved ____ Rejected
2. Reasons for this Recommendation: _____

3. Type of follow-up Report Recommended _____

4. Comments and/or Limitations _____

Multiple Travelers:

Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____
Name: _____	School/Dept: _____	\$ _____

TOTAL³ \$ _____

³ totals should match



LAKE STEVENS SCHOOL DISTRICT
STAFF WORKSHOP/OBSERVATION/TRAVEL REQUEST FORM
Form 3050F-2

Instructions: *please print*

1. Request should be filled out and submitted to supervisor 14 days in advance of attendance date.
2. If the request is for in-state travel over 100 miles or out of state travel please use form 3050F
3. Request Form (*with travel approval/denial*) is returned **7 days prior** to travel or registration deadline.
4. Attach approved Request Form to any Travel Expense Voucher and/or original itemized receipts submitted.

See Travel Policy No. 3050

Guidance:

Reimbursement for all workshop/observation/travel expenses shall be made pursuant to the submission of a Travel Expense Voucher. The basis for the reimbursement will be the actual reasonable costs associated with the workshop/observation/travel per original itemized receipts (*when possible for parking*).

Transportation costs will be reimbursed at the most economical rate. The type of public carrier will be determined by the Superintendent or designee. In most cases, automobiles will be used for travel up to 250 miles and airfare for greater distances. Employees wishing to travel at rates higher than the most economical rate will pay the distance in price.

Reimbursement exclusions:

- Expenditures not incurred by the individual
- Commuter mileage to and from home
- Mileage for school levy promotions and other unofficial school functions
- Meals provided in registration
- Gifts, cleaning, guests, entertainment and items of a personal nature
- Alcohol and tobacco products
- Citations (*parking, speeding, etc.*)
- Baggage fees over one checked bag per authorized traveler, overweight luggage fees, seat upgrades, additional insurance for flight or car rental, additional features in car rental, room upgrades and incidental expenses.
- Registration fees for courses or workshops offering academic credits for advancement on the salary schedule.
- If a person chooses to combine a vacation with their authorized travel, the rate of reimbursement for mileage shall not exceed the cost of round-trip public carrier fare and no reimbursement shall be authorized for additional nights lodging or meals from beginning to end of vacation days – inclusively.