

LAKE STEVENS SCHOOL DISTRICT

STAFF WORKSHOP/OBSERVATION/TRAVEL REQUEST FORM

Required for In-State Travel over 100 miles or Out of State Travel (Board Policy 3050)

- In State, OVER 100 miles (Superintendent or designee approval required)
- Out of State (Superintendent or designee approval & Board notification required)

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: _____

Students Attending: No Yes How Many? _____ (Extended Educational Excursion Prospectus required)

Estimated Costs

Registration - 7330 *attach registration information* \$ _____

Lodging² - 8581 _____ # nights x \$ _____ approved maximum/night \$ _____

Mileage - 8580 _____ # personal vehicle miles x \$ _____ IRS rate/mile \$ _____

Public Carrier - 8580 Air Train Bus \$ _____

Rental Car - 8580 _____ # days x \$ _____ /day \$ _____

Parking - 8580 _____ # days x \$ _____ /day \$ _____

Miscellaneous - 8580 Taxi Limo Shuttle Ferry Rideshare \$ _____

Other - 8580 *describe* _____ \$ _____
describe _____ \$ _____

Substitute—
 212X or 312X _____ # days substitute required x \$ _____ /day \$ _____
 _____ date(s) substitute needed

Meals² - 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
Superintendent (or designee) for	Date	Comments

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

³ totals should match

OPTIONAL 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-1

Instructions: *please print*

1. Submit completed Request Form to Principal/Department Head **45 days in advance** of travel or registration deadline.
2. Request Form is approved by **both** the Principal/Department Head and an Administrator.
Request Form for in-state travel over 100 miles or out of state travel is also approved by the **Superintendent or designee**. If travel is out of state, the **Board** is informed.

Approval or denial will be based on the following criteria:

- Cost and availability of funds.
- Anticipated benefits and effect on the educational program for students.
- Dissemination plan to other staff members.
- Attendance required by state or regulatory agencies.
- Availability of substitutes.
- Recent workshops/observations/travel by the individual.

3. Request Form (*with travel approval/denial*) is returned **7 days prior** to travel or registration deadline.
4. Contact Fiscal Coordinator if any workshop/observation/travel costs should be billed to another agency.
5. Attach approved Request Form to any Travel Expense Voucher and/or original itemized receipts submitted.

See Travel Policy No. 3050

Guidance:

Request Form is required for in-state travel over 100 miles or out of state travel *only*.

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 difference 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.