

Optional for use with In-State Travel Under 100 miles

Approval

Director/Department Head	Date	Comments (more space below)
Principal	Date	Comments
District 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

- Expenses for this activity should be ☐ Approved ☐ Rejected
- Reasons for this Recommendation:
- Type of follow-up Report Recommended
- 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.