PEF Travel Advance (Mileage and Per Diem) Request

Tigard-Tualatin School District 23J

Please complete the form 30 days prior to travel and give it to your bookkeeper to enter the request for payment .

Date:_____

Pay to:_____ **Employee #:**_____
Work Location:_____
Employee Address:_____
Conference Attending: _____ **Date of Conference:** _____

For Per Diem, please provide the Conference Registration and Schedule/Agenda. Specify meals not provided by Hotel and/or Conference below.

Date (MM/DD/YY)	/ /	/ /	/ /	/ /	/ /	/ /	Total
Breakfast $16.00							
Lunch $19.00							
Dinner $28.00							
Daily Total							$

Mileage

Date	From	To	Miles	Rate	Amount
				.76	
				.76	
				.76	
				.76	
				.76	
				Total Mileage	

Grand Total Amount Requested:$_____

Requestor's Signature Date Signed