

# TRAVEL REQUEST FORM

## San Juan Island School District

Employee Name: \_\_\_\_\_ Title of Conference/Workshop: \_\_\_\_\_

Date(s) of Conference/Workshop: \_\_\_\_\_ Location: \_\_\_\_\_

Rationale for Attending: \_\_\_\_\_

**Each staff member traveling must submit this form. Remember to complete an EXPENSE CLAIM FORM upon your return** for expenses accrued during travel (transportation, meals, and any other costs). Receipts must be attached to the Expense Claim form for all claims except approved meals and mileage. **ATTACH GOOGLE MAP AND CONF. AGENDA**

### AUTHORIZATION OF EXPENDITURES

<b>Registration fees</b> for conference/workshop	(Complete registration through your building office)	
<b>Substitute</b>	Classified hourly rate (depending on position): \$26.35 x # of hours _____  Certificated Full Day: \$193.00 x # of days _____	
<b>Lodging Costs</b> <b>SUBMIT ROOM RECEIPT UPON RETURN</b>	Reservations may be held with any credit card and encumbrance will be replaced by the district credit card after approval	
<b>Transportation Costs</b>	Ferry Tickets - Use seasonal commuter rates for <i>Car/Driver</i> and <i>Passenger</i> tickets Winter 2022:   C&D       \$40.59 Passenger \$14.85 Bus         \$267.85	<i>See page two to arrange for vehicles, ferry tickets and reservations</i>
<b>Mileage</b> Attach a Google Map with total miles round trip	Vehicles: 62.5 cents/mile or Bus: 81 cents/mile  Total miles _____ x _____ /mile Bus driver cost @ \$33.08 per hour: _____	
<b>Meals</b> Number of meals approved According to travel policy (No meals for day trips)	No. of Breakfasts _____ @ \$13 = _____ No. of Lunches       _____ @ \$14 = _____ No. of Dinners        _____ @ \$23 = _____	
<b>Other Costs</b>		
<b>Total Cost</b>		<b>\$</b>

**Department/Program** \_\_\_\_\_ **Account code (Required)** \_\_\_\_\_

**Employee signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Administrator approval** \_\_\_\_\_ **Date** \_\_\_\_\_

**Superintendent approval** \_\_\_\_\_ **Date** \_\_\_\_\_

# SAN JUAN ISLAND SCHOOL DISTRICT #149

## Travel Request Transportation Form

Submit this form with Travel Request form (as page 2)

Date(s) of trip: \_\_\_\_\_ Request by: \_\_\_\_\_

Check one: Bus \_\_\_\_\_ SUV #1 \_\_\_\_\_ SUV #2 \_\_\_\_\_ Personal Vehicle \_\_\_\_\_

(Note: District SUV's hold 8 passengers plus a driver. No students allowed in personal vehicles.)

Group / Activity: \_\_\_\_\_ Destination: \_\_\_\_\_

Supervisor: \_\_\_\_\_ Total No. Passengers: \_\_\_\_\_

### ON ISLAND TRIP

Trip will depart school at \_\_\_\_\_ a.m. / p.m. Trip will return to school at \_\_\_\_\_ a.m. / p.m.

### FERRY TRIP

Trip will *depart* Friday Harbor on the ferry at \_\_\_\_\_ a.m. /p.m. on (date) \_\_\_\_\_

Trip will *return* from Anacortes on the ferry at \_\_\_\_\_ a.m. /p.m. on (date) \_\_\_\_\_

Ferry reservations (y/n) \_\_\_\_\_ Car & Driver ferry ticket (y/n) \_\_\_\_\_ Passenger ferry tickets (y/n) \_\_\_\_\_

Flat rate school district letter (two or more passengers on a district trip) (y/n) \_\_\_\_\_



**ACCOUNT CODE:** \_\_\_\_\_

<p>Day of trip: _____</p> <table><tr><td><u>ODOMETER READING</u></td><td><u>TIME</u></td></tr><tr><td>_____ Return</td><td>_____ Return</td></tr><tr><td>_____ Depart</td><td>_____ Depart</td></tr><tr><td>_____</td><td>_____</td></tr><tr><td><b>Total miles</b></td><td><b>Total Hours</b></td></tr></table> <p>Bus Driver _____ Bus number: _____</p> <p>Wave2Go Card Number: _____</p> <p>Reference numbers: District Office (360) 378-4133 Kraig Hansen, TS Cell (360) 622-6157, Work (360) 370-7907 Brock Hauck, AD Cell (909) 322-0022, Work (360) 370-7115 FH Ferry terminal (360) 378-8665 Ana Ferry terminal (206) 264-3560 State Patrol (206) 949-3661, (360) 757-1175 Anacortes Police (360) 293-1684</p>	<u>ODOMETER READING</u>	<u>TIME</u>	_____ Return	_____ Return	_____ Depart	_____ Depart	_____	_____	<b>Total miles</b>	<b>Total Hours</b>	<p>For office use only:</p> <p><u>TRIP COST</u></p> <p>Van: _____ miles @ \$0.59 per miles _____</p> <p>Bus: _____ miles @ \$0.81 per mile _____</p> <p>Regular hrs _____ @ 33.08 per hr _____</p> <p>Ferry hrs: _____ @ 15.00 per hr _____</p> <p>Overnight: _____ @ 13.50 per hr _____</p> <p>Ferry Fees = _____</p> <p>Additional costs _____ Bus Driver Meals _____</p> <p><b>Total =</b> _____</p> <p><b>Signature of Vehicle Driver:</b> _____ <b>Date:</b> _____</p>
<u>ODOMETER READING</u>	<u>TIME</u>										
_____ Return	_____ Return										
_____ Depart	_____ Depart										
_____	_____										
<b>Total miles</b>	<b>Total Hours</b>										

Notes: