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

Registration fees for conference/workshop	(Complete registration through your building office)	
Substitute	Classified hourly rate (depending on position): _____ $26.35 x # of hours _____ Certificated Full Day: _____ $193.00 x # of days _____	
Lodging Costs SUBMIT ROOM RECEIPT UPON RETURN	Reservations may be held with any credit card and encumbrance will be replaced by the district credit card after approval	
Transportation Costs	Ferry Tickets - Use seasonal commuter rates for *Car/Driver* and *Passenger* tickets Winter 2022: C&D $40.59 Passenger $14.85 Bus $267.85 *See page two to arrange for vehicles, ferry tickets and reservations*	
Mileage Attach a Google Map with total miles round trip	Vehicles: 58.5 cents/mile or Bus: 81 cents/mile Total miles _____ x _____ /mile Bus driver cost @ $33.08 per hour: _____	
Meals Number of meals approved According to travel policy (No meals for day trips)	No. of Breakfasts _____ @ $13 = _____ No. of Lunches _____ @ $14 = _____ No. of Dinners _____ @ $23 = _____	
Other Costs		
	Total Cost	**$**

Department/Program _____ Account code (Required) _____

Employee signature _____ Date _____

Administrator approval _____ Date _____

Superintendent approval _____ Date _____

SAN JUAN ISLAND SCHOOL DISTRICT #149
<u>Travel Request Transportation Form</u>
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: _____

<u>ON ISLAND TRIP</u>
    Trip will depart school at _____a.m. / p.m.   Trip will return to school at _____a.m. / p.m.

<u>FERRY TRIP</u>
    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: _____

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

Anacortes Police (360) 293-1684   **Signature of Vehicle Driver**: _____   **Date: _____**

Notes: