EASTMONT SCHOOL DISTRICT No. 206
PRIOR APPROVAL FOR TRAVEL
AND
REQUEST FOR TRAVEL EXPENSE ADVANCE

DISTRICT USE ONLY
Date Rec'd
Date Issued
Check No,
Amount

Date Prepared: _____

1) Prior Approval is Required at least 2 weeks in advance of travel.
2) No advance will be made for less than twenty dollars ($20)
3) All requests will be subject to available money.
4) Requests for District vehicles must be scheduled with Transportation upon approval of travel
5) Certificated Staff - MUST ARRANGE FOR YOUR SUBSTITUTE THROUGH AESOP On-Line.
6) If you are requesting a Travel Advance, you must submit your Travel Expense Voucher to claim reimbursement for travel expenses no later than 10 days following the end of the travel period (per RCW 42.24.150).

Name: _____ School: _____

Purpose of Travel:			
Traveling to:		Travel Date(s):	

District Vehicle Requested	Yes		No	
Rental Car Requested	Yes		No	
Request for a Substitute	Yes		No	

	Total Number of Days you will be arranging for a substitute (should match the Aesop request). Please attach a copy of this approval to the substitute time sheet for payroll.

Travel Advance Requested	Yes		No			
If yes, amount of advance needed:						
1. Lodging	Nights		X Rate		=	$ -
2. Meals	Days/Meals		X Rate		=	$ -
3. Mileage	Miles		X Rate	$ 0.500	=	$ -
4. Total Advance Requested					=	$ -

Registration: If the Vendor will not accept a purchase order, please attach completed Registration Form and send to the Business Office

REGISTRATION FEE(S)	
Subtract:CECH/CREDIT FEE(S)	
Total Registration Fee to be paid	$ -
Total Estimated Cost of Travel	$ -

Principal/Program Administrator Complete:
Program Name
Account Code

Principal/Program Administrator _____

Superintendent's Approval (if traveling out of state) _____