

# SALMON RIVER CENTRAL SCHOOL DISTRICT

6161F



## TRAVEL REQUEST FORM

PLEASE RETAIN A COPY FOR YOUR RECORDS

*Please fill out the shaded areas*

For Business Office Use Only

**BUDGET CODE:** \_\_\_\_\_

|                 |       |
|-----------------|-------|
| <b>Vendor #</b> | _____ |
| <b>P.O. #</b>   | _____ |

|                         |       |                     |       |
|-------------------------|-------|---------------------|-------|
| <b>Traveler's Name:</b> | _____ | <b>Destination:</b> | _____ |
| <b>Conference:</b>      | _____ |                     |       |

**TRAVEL ITINERARY; LIST ALL DATES, TIMES OF DEPARTURE, RETURN & DESTINATION BELOW:**

**Leaving:** \_\_\_\_\_

**Returning:** \_\_\_\_\_

**PLEASE LIST ALL ANTICIPATED EXPENSES THAT WILL BE INCURRED:**

|  | <u>ESTIMATED EXPENSE</u> | <u>COMPANY NAME</u> |
|--|--------------------------|---------------------|
| <b>REGISTRATION</b> (Attach Registration Form) | \$ _____                 | _____               |
| <b>MEALS</b>                                   |                          |                     |
| ( _____ Days ) X ( \$60 w/itemized receipts )  | \$ _____                 | SELF                |
| <b>MILEAGE</b> (Personal Vehicles Only)        |                          |                     |
| ( _____ Miles ) X ( per Board approved rate )  | \$ _____                 | SELF                |
| <b>HOTEL</b> (Attach Hotel Preferences)        |                          |                     |
| ( _____ Nights ) X ( \$ _____ Rate )           | \$ _____                 | _____               |
| <b>MISCELLANEOUS (LIST)</b>                    |                          |                     |
| _____  | \$ _____                 | _____               |
| _____  | \$ _____                 | _____               |
| _____  | \$ _____                 | _____               |
| <b>TOTAL</b>                                   | \$ _____                 |                     |

Cash Advance is requested in accordance to Board Policy

**SCHOOL CAR:**

REQUESTING SCHOOL CAR

NOT REQUESTING SCHOOL CAR (MILEAGE PAID PER BOARD POLICY)

FOR OFFICE USE ONLY:  SCHOOL CAR IS AVAILABLE

SCHOOL CAR IS NOT AVAILABLE. PLEASE MAKE ARRANGEMENTS

**CLAIMANT'S SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**APPROVALS:**

|              |                                  |
|--------------|----------------------------------|
| <b>DATE:</b> | <b>PRINCIPAL/ADMINISTRATOR:</b>  |
| <b>DATE:</b> | <b>ASSISTANT SUPERINTENDENT:</b> |
| <b>DATE:</b> | <b>BUSINESS EXECUTIVE:</b>       |
| <b>DATE:</b> | <b>SUPERINTENDENT:</b>           |