

Tonasket School District Travel Advance Request

Date Submitted:		<p style="text-align: center;">IMPORTANT NOTICE</p> <p>Limitations and Requirements (per Board Procedure 5341):</p> <p>A minimum of \$75 of meal per diem is required before advanced travel shall be considered.</p> <p>Requests for advance travel meal expense shall be limited to only meals that are not provided during travel and based on the current meal per diem rates set by the District.</p> <p>Travel itinerary must be provided showing conferences dates, agenda, hotel and flight information.</p> <p>Advanced travel requests must be received by the Business Office ten (10) days prior to travel date.</p>	
Employee Name:			
Personal Phone:			
Building/Program/Dept:			
Destination:			
Departure Date and Time:			
Return Date and Time:			
Purpose of Travel:			
Total Advance Requested:			
Employee Signature:			
Supervisor Approval:		Date Approved:	
Superintendent/Designee Approval:		Date Approved:	

Anticipated Expenses		
	Description of Expense	Total Expenses
Meals		
Miscellaneous		
Total Amount Requesting:		

Meals per Diem Rates (no receipts needed): Breakfast - \$15.00; Lunch - \$16.00; Dinner - \$28.00