

Lake Chelan School District #129

TRAVEL REQUEST

Request for Field Trip must be submitted at least 10 days in advance. Staff travel, 5 days in advance. Incomplete or late requests may be denied or returned for completion. Transportation Department must receive request for vehicle use at last 5 days before trip Requests must be submitted as an attachment via email to their immediate supervisor. All in District travel and travel to the North Central Education Service District are approved by building principal/supervisor/program director. All other travel must receive the superintendent's approval.

Type of Travel Request: Field Trip Grade/Group: _____
 Staff

Name: _____ Destination: _____

Requestor Sub required: yes ___ no ___ Purpose: _____

Other Employees Traveling: _____

_____ Other Staff Sub req: yes ___ no _____

_____ Other Staff Sub req: yes ___ no _____

_____ Other Staff Sub req: yes ___ no _____

Departure:	Date _____	Time _____
Return:	Date _____	Time _____

Transportation Requested: (Rates: District/Personal Car \$.51/mile; Van/Truck \$.75/mile; Buses \$1.25/mile plus \$17.65/hour driver)

___ District Car ___ District Van ___ Bus _____ # of Students (if applicable)
 ___ Commercial Air ___ Other(explain) _____

Estimated Expenses:	Budget Code(s)
Lodging: _____	
Meals: _____	Travel _____
Transportation: _____	
Substitutes: _____	Substitute _____
Registration: _____	Registration _____
Other: _____	Other _____