

**SPOKANE PUBLIC SCHOOLS**  
**Associated Student Body Non-Local Travel Request**

(Detailed instructions are in Spokane Public Schools Procedure 7353)

Prospectus Approved by Board: _____ Date _____ N/A: _____
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School: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Advisor/Coach/Staff \_\_\_\_\_ ASB Group/Team/Club \_\_\_\_\_

Request to attend: \_\_\_\_\_

City and State: \_\_\_\_\_ Departure Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

Total Number of Students: \_\_\_\_\_ Total Number of Adults: \_\_\_\_\_

Estimate of Expenses:

Transportation	___ Air: _____	
	___ Bus (Name): _____	
	___ Mileage: _____ X _____	\$ _____
	Estimated Miles Current Rate Per Mile	
___ Other: _____		
	Specify	

Car Rental/Description \_\_\_\_\_ \$ \_\_\_\_\_

Meals: Adult Daily Per Diem \$ \_\_\_\_\_ Student Daily Per Diem: \$ \_\_\_\_\_ Trip Total \$ \_\_\_\_\_

Lodging \_\_\_\_\_ \$ \_\_\_\_\_

Other Expenses \_\_\_\_\_ \$ \_\_\_\_\_

Total Estimated Expenses \$ \_\_\_\_\_

Travel Card: Yes \_\_\_ No \_\_\_

Travel Advance Request: \$ \_\_\_\_\_ \* Warrant/Check No. \_\_\_\_\_ Date: \_\_\_\_\_

\*If a Travel Card is requested, the Travel Advance cannot exceed the estimated cost of meals. If the Travel Card is not requested, the Travel Advance cannot exceed 80% of Total Estimated Expenses unless the purpose is to cover meals and gas.

I hereby agree to file an ASB Non-Local Travel Expense Voucher and/or repay any travel advance owed within ten (10) days of return from travel or be held liable for repayment of the entire advance plus ten percent (10%) interest from the day of default.

Signature \_\_\_\_\_ Date \_\_\_\_\_

ASB Accounts to Charge/Amount \_\_\_\_\_ .6822/\$ \_\_\_\_\_ ; \_\_\_\_\_ .6822/\$ \_\_\_\_\_ ;

\_\_\_\_\_ .6770/\$ \_\_\_\_\_ ; \_\_\_\_\_ /\$ \_\_\_\_\_ ;

Substitute Costs – Date(s) required \_\_\_\_\_ Calendar Authorization No. \_\_\_\_\_

ASB Accounts to Charge \_\_\_\_\_ .5272 \_\_\_\_\_ .5272

**Approval Signatures**

\_\_\_\_\_  
Principal Approval

\_\_\_\_\_  
ASB Approval

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Original to Budget and Accounting \_\_\_\_\_ Copy to Business Office \_\_\_\_\_ Copy to Advisor/Coach/Staff \_\_\_\_\_