

Spokane Public Schools
NON-LOCAL TRAVEL REQUEST

Use this form to request any non-local travel that will entail a district employee's absence from normal location.
 Detailed instructions are outlined in Procedure 6213.

APPLICATION			
Name		Date of Request	
Title		School/Location	
I request approval to attend:			
City and State		Date(s): Depart	Return
Compelling or urgent reason and public purpose for this travel:			
FUNDING SOURCE: Building Budget <input type="checkbox"/> Grant/Gift <input type="checkbox"/> ASB <input type="checkbox"/> Departmental <input type="checkbox"/> Other <input type="checkbox"/>			
A SUBSTITUTE WILL BE REQUIRED: NO <input type="checkbox"/> YES <input type="checkbox"/> If Yes, Calendar Authorization # _____			
Budget Account Number for Travel _____,6822		Budget Account Number for Substitute _____,5272	
ESTIMATE OF EXPENSES		TRAVEL EXPENSES TO BE PAID BY	
Transportation: _____ Air _____ Other If other please specify _____	\$ _____	Spokane Public Schools	\$ _____
		Myself	\$ _____
Car Rental		Other (by whom):	\$ _____
Meals		Billing Address	
Lodging			
Registration		Specific Expenses	
Other Expenses		Specific Expenses	
TOTAL EXPENSES	\$ _____	TOTAL EXPENSES	\$ _____
I hereby agree to file a 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 interest from the day of default.			
SIGNATURE OF TRAVELER _____ (Travel request will not be processed without traveler signature.)			
APPROVAL SIGNATURES		Applicable Superintendent's Leadership Team Member	
Principal/Supervisor _____	Date _____	_____ Approved _____ Not Approved	
Budget Authority/ASB _____	Date _____		
School/Department Director _____	Date _____	Signature _____	Date _____
TRAVEL ADVANCE REQUEST		FOR ACCOUNTING USE ONLY	
(NOTE: Travel advances are limited to 80 percent of estimated expenses paid directly by the district.)		Travel Advance	\$ _____
TRAVEL ADVANCE REQUESTED \$ _____ (If no travel advance is requested, please enter 0.)		Check Number _____ or	
Procurement Card Requested? _____		Procurement Card Number _____	
		Date _____	

Copies to: Accounting; School Support Services; Budget Authority; Originator
 If students are participating in this travel, please refer to Policy and Procedure 6625.