

WENATCHEE SCHOOL DISTRICT NO. 246

Request for Advance Travel Expenses

Date _____

Name _____ Building _____

Destination _____

Purpose of Travel _____

Departure Date _____ Return Date _____

Amount Requested _____ **MUST exceed \$100.00 to qualify.**

For Accounting Use Only

Acct Number _____

DO Initial _____ Date _____

POLICY FOR ADVANCE TRAVEL EXPENSE REVOLVING FUND

1. Requests cannot be approved without a Travel Requisition on file at the district office.
2. Request for advance travel funds must be turned into the District Office NO LATER THAN 10 BUSINESS DAYS PRIOR TO THE TRAVEL DATE.
3. Requests for advance travel expense must be for an overnight stay, as well as expected expenses over \$100.00.
4. Travel checks may be picked up at the District Office front desk (235 Sunset Ave) at noon on the day before departure.
5. **On or before the 10th day following the close of the travel period, the applicant must file an expense voucher.** In the event the traveler's actual expense is less than the amount advanced, his/her expense voucher shall be accompanied by the unexpended portion of the advance.
6. Employees submitting expense vouchers containing allowable expenses in excess of the amount advanced will be reimbursed for the difference by warrant.
7. The district has a prior lien against and the right to withhold any and all funds payable to or to become payable to any officer or employee to whom an advance has been given.
8. **No advance may be made to any officer or employee who is or has been delinquent in turning in return paperwork or repaying a prior advance.**

Applicant Signature _____ Date _____