

Wenatchee School District
TRAVEL REQUISITION



Full Name(s) _____

Purpose of Travel _____ Building/Program _____

Destination (City/State) _____

Departure Date _____ Departure Time _____

Return Date _____ Return Time _____

Must be submitted 10 days prior to travel.

Attach Vendor Names and Full Mailing Address for Purchase Orders

Travel Expenses	Registration: Please attach completed registration forms and required backup information	
	<input type="checkbox"/> Purchase Order Requested to _____	= \$ _____
	Vendor Name/Address	
	Lodging: Hotel Name and Address _____	
	<input type="checkbox"/> Purchase Order Requested - # of Nights ___ X Room Rate _____ X # of People _____	= \$ _____
	Per Diem Meals: Breakfast _____ Lunch _____ Dinner _____	
	how many? how many? how many?	= \$ _____
Transportation:		
<input type="checkbox"/> Purchase Order Requested		
Plane Fare - Travel Agency: _____		= \$ _____
Private Vehicle - Driver's Name _____		
	Round Trip Miles _____ X Rate per Mile _____	= \$ _____
District Car or District Van (circle one) - Driver's Name _____		
Vehicle # _____	Round Trip Miles _____ X Rate per Mile _____	= \$ _____
Other Travel Expenses: Please List		
		= \$ _____

TOTAL ESTIMATED COST OF TRIP WITHOUT SUBSTITUTE COSTS: = \$ _____

Substitute Expenses	Number of Days _____ X Rate _____	= \$ _____
	Names of Personnel Requiring Substitutes _____	

TOTAL ESTIMATED COST OF TRIP WITH SUBSTITUTE COSTS: = \$ _____

Please Sign	I understand that an expense voucher must be submitted within ten days of my return and that I am responsible for making all commercial travel and lodging reservations before my travel.	
	Employee Signature (Required) _____	Date _____

BUILDING/PROGRAM APPROVAL	Amount
<i>Account Codes</i>	
Travel _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
Motor Pool _____	\$ _____
Substitute _____	\$ _____

ASB APPROVAL

Student Approval Signature

ASB Central Treasurer Signature

Principal/Administrator Signature (Required) _____ Date _____

District Office Approval _____ Date _____