

**SOUTH LAKE SCHOOLS**

Conference-Meeting-Activity

**REQUEST FOR TRAVEL ADVANCE**

Date: \_\_\_\_\_

I hereby request advance monies for expenses of the Conference-Meeting-Activity:

\_\_\_\_\_

on dates \_\_\_\_\_.

Expenses to be advanced are as follows:

**TRANSPORTATION:**

Fare: \$ \_\_\_\_\_

Mileage (auto .535 per mile) \$ \_\_\_\_\_

Other (MISD \$16.05) \$ \_\_\_\_\_

**LODGING**

**Lodging and miscellaneous trip expenses in excess of \$500 require prior approval of the Board**

Hotel \$ \_\_\_\_\_

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

**MISCELLANEOUS EXPENSES**

Registration fees, etc. \$ \_\_\_\_\_

Meals, tips, and other daily expenses \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

Make check payable to:

\_\_\_\_\_

\_\_\_\_\_  
Signature of Requester

Memo: \_\_\_\_\_

\*\*\*\*\*

Approvals: Principal \_\_\_\_\_ ASN # \_\_\_\_\_

Superintendent \_\_\_\_\_

(See instructions on other side)

## SOUTH LAKE SCHOOLS

### Directions for Completing REQUEST FOR TRAVEL ADVANCE FORM

1. Advance monies (other than registration fees) may be requested on the front side of this form for Conference-Meeting-Activity expenses.
2. This form should be submitted with the Authorization for Travel form if a travel advance is to be requested.
3. Please enter your estimated expense amounts for each line item as necessary.

Allowable expenses are as follows:

**Lodging and miscellaneous trip expenses in excess of \$500 require prior approval of the Board.**

Hotel Costs: The maximum rate allowable is the single room rate. In order to secure maximum benefit from allocated funds, travelers to the same conference are encouraged, when appropriate, to share double rooms. When a room is shared with a spouse, hotel bills must indicate the single room rate. The difference between the single rate and double room rate must be borne by the individual.

Travel: Approval will be made upon the least expensive means of travel with total distance and number of travelers to be considered.

Air-coach fare is the standard for distant points. Auto mileage at .535 is the standard when that is the least expensive means of travel.

Meals and Incidentals: Actual costs are **reimbursed up to a maximum of \$29 per day. (Breakfast \$6.00, Lunch \$8.00, Dinner \$15.00.)** All receipts must be **itemized**. Per Board Policy, alcoholic beverages will not be reimbursed. Please attach itemized receipts.

4. The "Total" entry must show the full estimated costs of your trip--not including registration fees which were requested on the Authorization for Travel form.
5. Sign your name in the space marked Signature of Requester. Enter the name of the person who will cash the check in the space marked Make Check Payable To.
6. With the principal's/Administrator's approval, this Request for Travel Advance form must be forwarded to the Bookkeeping Department for processing.

TRAVEL ADVANCES ARE NOT APPROVED FOR DAY TRIPS WITHIN THE METROPOLITAN AREA.