



Sequim School District Travel Request

Form must be filled out completely

Date Received <i>(District Use Only)</i>

- Prior approval must be obtained for all travel both in and out of district for any reason (travel to the ESD, conferences, student athletics, and activities which include field trips, overnight stays, etc., regardless if a substitute is needed or not. This **includes** professional development where you are out of your regular work place. **Printed** form must be submitted to supervisor so that form **reaches** the District Office at least **ten (10) business days** prior to the departure date. Estimate all expenses related to the travel event and route to the appropriate personnel for approval.
- Prior to completing this form contact District Office and/or Transportation to confirm vehicle availability. Use of private cars must be preauthorized.
- A separate form must be submitted for each instance of travel or trip. Print a copy for your records (or save the file to your computer).
- Breakfast is not provided on day of departure and dinner is not provided on day of return. No meals are provided if they are included in conference fee.
- Cancellations must be communicated to district office 3 hours prior to departure time. If a bus is reserved, call transportation with cancellation ASAP.

Primary Traveler	
Employee Name	_____
Work Location	_____
Destination Full Address (include city/state)	_____
Remaining in District	<input type="checkbox"/>
Purpose of Travel	_____
Departure Date & Time	___ ___ <input type="checkbox"/> AM <input type="checkbox"/> PM
Return Date & Time	___ ___ <input type="checkbox"/> AM <input type="checkbox"/> PM
Sub Required	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half

Additional Adult Travelers	Sub Required
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half
_____	<input type="checkbox"/> No <input type="checkbox"/> Full <input type="checkbox"/> Half

Number of Travelers	
Adults	_____
Students	_____
Walking	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Vehicles Requested	
School Car(s)	_____
School Van(s)	_____
Cargo Van(s)	_____
Private Car(s)	_____
(must be preauthorized)	

Busing Questions (must be filled out completely if bus desired)	
School Bus(es)	_____ Qty Desired
Bus(es) With Luggage Compartment	_____ Qty Desired
ADA Access Bus(es)	_____ Qty Desired
Driver request	<input type="checkbox"/> Stay <input type="checkbox"/> Drop/Return
Multiple Trips	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of Hours	_____

Busing Costs		Busing Cost Estimates
Number of Drivers	_____ x # Hours _____ x \$30.00/hour	
Number of Miles	_____ @ \$1.30/mile	
Driver Meal(s)	_____ Breakfast(s) x \$12.00	
	_____ Lunch(es) x \$18.00	
	_____ Dinner(s) x \$25.00	
Ferry for Bus(es)	Small Bus(es) _____ x \$86.00 <small>Vashon \$110</small> Large Bus(es) _____ x \$115.00 <small>Vashon \$146</small>	

Dollar Amount or Percentage	Account Code(s)
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Requirements	
<ul style="list-style-type: none"> • Route this form for supervisor, principal or director approval for all travel events. • Board approval is required for any out-of-state, out-of-country, and/or overnight travel for staff and students. • Forward registration documentation and hotel reservations to accounts payable. 	

PO#	Travel Costs	Number x Amount	Total Cost Estimates
ALL RECEIPTS REQUIRED	Registration Fees	_____ x _____ (forms must be attached)	
	Breakfast(s)	_____ x \$12.00/day including tax and 15% tip	
	Lunch(es)	_____ x \$18.00/ day including tax and 15% tip	
	Dinner(s)	_____ x \$25.00/ day including tax and 15% tip	
	Full Day(s)	_____ x \$55.00/day all three meals	
	Lodging	_____ Nights x _____ Rate x _____ Travelers	
	Airfare	_____ # People x _____ Rate	
	Ferry	_____ Cars x \$33.00	
	Narrows Bridge	_____ Cars x \$5.00	
	Other	Specify _____	
	Mileage	_____ x \$0.58/mile	
	Substitute	_____ x \$150.00 Full Day _____ x \$75.00 Half Day	
Total of Travel Including Bus Costs			

Building Authorization	
Traveler	Date
Traveler(s) Supervisor-Principal-Director	Date
Athletic Director	Date

District Authorization	
Assistant Superintendent	Date
Superintendent	Date
Board	Date

Copy Distribution				
<input type="checkbox"/> HHE	<input type="checkbox"/> GWE	<input type="checkbox"/> SMS	<input type="checkbox"/> SHS	<input type="checkbox"/> OPA
<input type="checkbox"/> AP	<input type="checkbox"/> Trans	<input type="checkbox"/> Sup	<input type="checkbox"/> HR	<input type="checkbox"/> PR
Vehicle(s) Reserved				
<input type="checkbox"/> None Available				
Vehicle Numbers Reserved				

<i>Primary Destination</i>	<i>County</i>	<i>Round Trip Mileage</i>	<i>Max Lodging</i>	<i>Primary Destination</i>	<i>County</i>	<i>Round Trip Mileage</i>	<i>Max Lodging</i>
Auburn	King	205	\$257.00	Maple Valley	King	228	\$257.00
Bainbridge	Kitsap	114	\$94.00	Monroe	Snohomish	155	\$113.00
Belfair	Mason	140	\$94.00	Mt. Vernon	Skagit	158	\$94.00
Bellevue	King	147	\$257.00	Mukilteo	Snohomish	122	\$113.00
Bellingham	Whatcom	206	\$94.00	Neah Bay	Clallam	174	N/A
Bremerton	Kitsap	121	\$94.00	Ocean Shores	Grays Harbor	308	\$102.00
Buckley	Pierce	224	\$121.00	Olympia	Thurston	232	\$127.00
Burien	King	230	\$257.00	Pasco	Franklin	630	\$97.00
Camas	Clark	456	\$184.00	Port Angeles	Clallam	39	N/A
Centralia	Lewis	278	\$94.00	Port Ludlow	Jefferson	67	N/A
Chehalis	Lewis	278	\$94.00	Port Orchard	Kitsap	131	\$94.00
Cheney	Spokane	686	\$105.00	Port Townsend	Jefferson	63	N/A
Chimacum	Jefferson	52	N/A	Portland, OR	Multnomah	428	\$184.00
Clallam Bay	Clallam	134	N/A	Poulsbo	Kitsap	91	\$94.00
Coupeville	Island	81	\$94.00	Pullman	Whitman	710	\$94.00
Eatonville	Pierce	282	\$121.00	Puyallup	Pierce	198	\$121.00
Edmonds	Snohomish	103	\$113.00	Quilcene	Jefferson	60	N/A
Ellensburg	Kittitas	418	\$94.00	Redmond	King	145	\$257.00
Everett	Snohomish	138	\$113.00	Renton	King	228	\$257.00
Federal Way	King	204	\$257.00	Richland	Benton	608	\$97.00
Fife	Pierce	268	\$121.00	Salt Creek	Clallam	66	N/A
Forks	Clallam	167	N/A	Sea Tac, Airport, Tukwila	King	222	\$257.00
Gig Harbor	Pierce	159	\$121.00	Seattle Via Ferry	King	133	\$257.00
Hoquiam	Grays Harbor	288	\$102.00	Seattle Via Narrows	King	243	\$257.00
Hurricane Ridge	Clallam	35	N/A	Shelton	Mason	168	\$94.00
Issaquah	King	254	\$257.00	Shoreline	King	266	\$257.00
Kent	King	214	\$257.00	Silverdale	Kitsap	103	\$94.00
Kingston	Kitsap	90	\$94.00	Snohomish	Snohomish	294	\$113.00
Lacey	Thurston	224	\$127.00	Spanaway	Pierce	199	\$121.00
Lake Chelan	Chelan	564	\$94.00	Spokane	Spokane	762	\$105.00
Lake Crescent	Clallam	75	N/A	Stanwood	Snohomish	188	\$113.00
Lake Stevens	Snohomish	153	\$113.00	Tacoma	Pierce	181	\$121.00
Lakewood	Pierce	184	\$121.00	Vancouver	Clark	412	\$184.00
Leavenworth	Chelan	326	\$94.00	Vashon	King	160	\$257.00
Lind	Adams	644	\$94.00	Wenatchee	Chelan	499	\$94.00
Longview	Cowlitz	336	\$184.00	Yakima	Yakima	488	\$94.00
Lynden	Whatcom	232	\$94.00	Yelm	Thurston	235	\$127.00
Lynnwood	Snohomish	112	\$113.00				

FOR RESERVATIONS: <https://www.fedrooms.com/home.html>

OUT OF STATE TRIPS: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

Washington State Per Diem information: <https://www.federalpay.org/perdiem/2019/washington>