



Travel Request Form Guidelines

This is the final form in the travel packet. It is required for making your travel arrangements and for getting a travel advance. Please fill out the form until you reach the section marked Estimate of Expenses. You can provide the cost of the registration on the line under the expenses if you know that information. Please sign the on the Employee line under the Record of Approval section of the form. The Administrative Assistant will complete the rest of the form.

Once the travel packet is complete, (You've completed your portions), the packet will be submitted to your supervisor for approval. They will forward the packet to the Administrative Assistant. She will put in all the account codes and cost estimates. It will then be forwarded to the Director for approval. Next, it will go to the Assistant Superintendent of Teaching and Learning for approval. If you are traveling outside the state, it will then go to the Superintendent for approval.

When the packet arrives back in the department, travel arrangements will be made and the Travel Request form will go to the Business office to process the travel advance.

Before your training, you will receive an envelope containing all the travel information including airline ticket details, hotel confirmation numbers, and per diem rates for the place you are traveling to.

Should any problems arise while on travel, please call 360-478-6887 or 360-440-6512 after hours.