



Olympic Educational Service District 114

105 National Avenue North, Bremerton, Washington 98312
 (360) 478-6887 • 1-800-201-1300 • FAX (360) 405-5808

TRAVEL REQUEST FORM

EMPLOYEE NAME:		
DEPARTMENT:		
NAME OF MEETING/CONF/WORKSHOP:		
DATE(S):	LOCATION:	OUTSIDE ESD REGION? <input type="checkbox"/> YES <input type="checkbox"/> NO
PROFESSIONAL SIGNIFICANCE:		
RECURRING MEETING? <input type="checkbox"/> YES <input type="checkbox"/> NO		HOW OFTEN ARE MEETINGS HELD?

ESTIMATE OF EXPENSES:	ACCOUNT CODE(S) TO BE CHARGED:
TRANSPORTATION:	
PRIVATE AUTO (mileage):	
AIRLINE:	
REGISTRATION:	
LODGING:	
MEALS:	
OTHER (ferry, taxi, parking, etc.):	
TOTAL ESTIMATE:	

RECORD OF APPROVAL:	
EMPLOYEE: <small>(Required on all Travel Requests)</small>	DATE:
DEPARTMENT APPROVAL: <small>(Required on all Travel Requests)</small>	DATE:
ADMINISTRATIVE APPROVAL: <small>(Required on all Travel Requests)</small>	DATE:
ASST. SUPT. APPROVAL: <small>(Required for Out-of-Region and Conferences)</small>	DATE:
SUPERINTENDANT APPROVAL: <small>(Required for Out-of-State)</small>	DATE:

Travel Advance Payment:

A travel advance can be made by direct deposit into your bank account or you can receive a check. Indicate how you want to be paid. If you chose direct deposit, your request must be received in the Business Office two weeks prior to the date needed.

Direct Deposit: \$ _____ Check: \$ _____ Date Needed: _____

Signature for check issued: _____
(Travel Advance Fund Custodian)

Signature for check received: _____
(Employee)