

ENEMY SWIM DAY SCHOOL – TOKA NUWAN WAYAWAPI

REQUEST FOR TRAVEL FORM

Instructions: See page 2

Employee Name: _____ Date: _____

Department: _____

Purpose of travel: _____
(Attach program literature or conference agenda, if available)

Location of destination: _____

Date of departure: _____ Date of Return: _____

Total number of days: _____

ESTIMATED EXPENSES:

COMMENTS:

Conference Registration: _____

Transportation*: _____

Air: _____

School Vehicle Needed: _____ Email request sent to Ed Johnson to reserve vehicle

Lodging: _____

Per Diem: (\$46 a day in-state): _____

Baggage fee: \$25.00 each direction: _____

Airport parking (Fargo or Sioux Falls): _____

Taxi or Shuttle Fee: _____

Cost for Substitute: _____

Total Estimated Expenses: _____ Leave slip submitted

*If you are using a school vehicle for transportation, include the estimated cost of fuel.

SIGNATURE(S) AND APPROVAL:

Traveler: _____ Date: _____

Supervisor: _____ Date: _____

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Administrator: _____

Date: _____

Travel advances may be authorized for travelers who will be away from the school overnight on necessary travel. Travelers who expect to complete their trip within the same calendar day will not be authorized a travel advance. Each request for travel advance requires a separate travel request for each person.

INSTRUCTIONS

All travel requests must be submitted to the Principal or Business Manager. Any travel requests requiring airfare must be submitted at a minimum of 8 weeks in advance to allow for flight arrangements. All other travel requests need to be submitted 4 weeks prior to travel date.

1. Traveler fills out Request for Travel Form and attaches all supporting documentation.
2. Traveler signs the form and sends all originals to the Principal or Business Manager for review.
3. Traveler ensures that arrangements are made to cover their teaching and/or administrative duties during an approved absence.
4. If the travel request meets the criteria for allowed travel and budget availability, the Business Manager will present the travel request to the School Board for final approval.
5. After the request for travel is approved by the School Board, the paperwork is distributed as follows:
 - Original travel request and all documentation are forwarded from the Business Manager to the Business Assistant II.
 - Travel accommodations will be arranged by the Business Assistant II.
 - Traveler will receive itinerary and travel advance (if applicable) and Trip Report Form from the Business Assistant II.
6. The traveler must turn in a trip report with all required receipts to the Business Manager with 5 days of the trip completion.
7. Reimbursements may be made for unexpected expenditures, provided they are reasonable and school-related; documentation must be presented for approval.