

## Prosser School District Travel Authorization Form



Each person traveling must submit his/her own Authorization Form to the Business Office at least 10 days prior to travel. In order to authorize your travel, registration forms, agenda, or description of conference or activity is required.

Employee Name: \_\_\_\_\_ Bldg/School: \_\_\_\_\_

Activity or Conference: _____		Location: _____	
Departure Date: _____		Estimated Time: _____	
Return Date: _____		Estimated Time: _____	
Budget Code to be Charged: _____			
Registration Fees:	PO Number _____	\$ _____	
Lodging:			
To be paid by PO: No _____ Yes _____		If yes PO # _____	\$ _____
District Vehicle: No _____ Yes _____		approximate Miles _____	X .545 \$ _____
If district vehicle is available no personal mileage will be reimbursed unless authorized by Superintendent			
Other Misc. Expenses: _____		\$ _____	

List Meals not provided by conference/activity or hotel. Refer to [www.prosserschools.org](http://www.prosserschools.org) for per diem rates based on destination county.

Date	Breakfast	Lunch	Dinner	County/Location
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	
	\$	\$	\$	

**Meals can only be claimed if travel includes an overnight stay.**

**Subtotal** \$ \_\_\_\_\_ \$ \_\_\_\_\_ \$ \_\_\_\_\_

To earn Breakfast you must be in travel status by 7:00 a.m.  
 To earn Lunch you must be in travel status by 11:00 a.m.  
 To earn Dinner you must be in travel status by 6:00 p.m.  
 To earn full day per diem you must leave by 7:00 a.m. and not return before 6:00 p.m.

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

Principal/Supervisor: \_\_\_\_\_ Date \_\_\_\_\_

Superintendent/Business Manager: \_\_\_\_\_ Date \_\_\_\_\_