

# REQUEST FOR ADVANCED TRAVEL FUNDS FOR OVERNIGHT TRAVEL

PORT ANGELES SCHOOL DISTRICT NO. 121

Account Code \_\_\_\_\_

Name \_\_\_\_\_

Building \_\_\_\_\_

Program \_\_\_\_\_

Departure Date \_\_\_\_\_ Return Date \_\_\_\_\_

Estimated Expense Requirements

a. Travel-Mileage \_\_\_\_\_ @ district rate/mileage \$ \_\_\_\_\_

OR

Common Carrier \$ \_\_\_\_\_

*(Airfare & Registration fees are not allowable from  
Advanced Travel Fund. These may be reimbursed  
on the lavender Claim for Expenses form.)*

b. Room Accommodations for \_\_\_\_\_ nights(s) \$ \_\_\_\_\_

c. Bridge and Ferry Tolls \$ \_\_\_\_\_

d. Meals \$ \_\_\_\_\_

Total Amount Requested \$ \_\_\_\_\_

<b><u>BUSINESS OFFICE USE ONLY</u></b>	
Check No. _____	
Date _____	
Amount Advanced	\$ _____
Amount Spent	\$ _____
Amount Refunded to the District	\$ _____
Amount Due to Applicant	\$ _____

I agree that **settlement of advances will be made on or before the 10th day following the return date** by filing an actual expense claim as required by RCW 42.24.090. In the event the actual expense is less than the amount of the advance received, the expense claim **will be accompanied by the unexpended portion of the advance**. Expense claims containing expenses in excess of the amount advanced will be submitted for final settlement. It is further agreed that **any default in accounting or repaying an advance shall render the full amount, which is unpaid, immediately due and payable with interest at the rate of 10% per annum from the date of the default until repaid**. The School District shall have a **prior lien against and a right to withhold any and all funds payable or to become payable** to such officer or employee to whom such advance has been given.

**NOTE:**

An approved **CONFERENCE, MEETING OR TRAVEL REQUEST** form must be attached to this Request for Advanced Travel.

\_\_\_\_\_  
Claimant's Signature