

BUTTE SCHOOL DISTRICT NO. 1

TRAVEL AUTHORIZATION

1. Travel Request (Check One):

2. Request Status (Check One):

3. Employee Name (s) (Check Driver):

a.

b.

c.

d.

e.

f.

4. Destination:

5. Purpose of Travel:

6. Departure:

Date:

Date:

Time:

Time:

AM

PM

AM

PM

7. Estimated Expenses:

Subtotal

Total

a. Substitute Costs:

(Rate) X (Days) X (Sub/Day) = \$
(Sub costs are not included in total travel costs)

b. Transportation:

Private Auto:

(Miles X (IRS rate/mile)

Airline Travel:

Amount (receipts Required)

Other Transportation:

(Taxi, Car Rental, Bus, etc.)
(Receipts Required)

Total 7b: \$ -

c. Meals:

Breakfast:

Lunch:

Dinner

\$

\$

\$

\$

\$

\$

Total 7c: \$

d. Lodging:

(# nights) X (# rooms) X (Rate)
(Receipts Required)

\$

=

Total 7d: \$ -

e. Miscellaneous (Receipts Required):

Registration Fee:

(Registration Fee Amount)

\$

=

District to pay in advance:

Yes

No

OR

Employee paid and needs reimbursed:

Yes

No

Other:

Amount (receipts required)

\$

=

Total 7e: \$ -

TOTAL DISTRICT COSTS (7b, c, d, & e): \$ -

8. Approvals:

Principal/Director

Date

Superintendent

Date

Approved

Disapproved

Approved

Disapproved

9. Expenditure Budget Code:

Charge to:

Fund Description:

Fund Description:

Subs to:

Sub Fund Description:

Director of Business Affairs

Date

10. Board Approval (if required):

Yes

No

Chairperson

Date