

Travel Form Descriptions & FAQ

We have updated our ASD travel forms for your use. The **two** following travel forms replace all other district travel forms – **please discard all other copies and versions.**

#1: [Field Trip Application](#): This form is for requesting approval for a class/period(s) of students to be away from their normal classroom in order to attend an educational experience not available in the classroom. (If coverage is needed for students not participating in the trip, the teacher would need to make arrangements for those students staying behind.)

“Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.” **ASD Policy No. 2320P**

Field Trip Examples: Access; Community Lab; Choir; Orchestra; DECA; FBLA; Drama; Forensics; Jr. Achievement; Band; Annex–Tutoring/Therapy; Special Needs; ECE; Vocational Education/CTE; Careers with Children; White River Valley Museum; Kindergarten Round-Up; Headstart.

#2: [Staff Prior Release Travel Request](#): This form is for staff to request personal approval to be away from their normal building assignment – whether by themselves or with a group of students – and includes information about subs and proper billing. This form should be used for all travel except field trips.

Staff Prior Release Examples: Conferences/seminars, professional development, team building activities, competitions/tournaments, club activities, staff training outside of ASD.

Board Approval Required: All overnight travel involving students requires Board approval; any out-of-state trip involving staff or students requires Board approval. (*Exceptions for staff only:* overnight in cities contiguous with Washington State: Portland, OR; Vancouver, BC; Coeur d’Alene, ID.)

Submitting Travel Requests On Time: Field Trips Applications should be submitted to the building principal at least two weeks prior to the field trip. For trips needing Board approval, it is recommended that you submit your travel request to Ryan Foster’s office no later than 5 weeks prior to the event, with more time given for those trips involving the purchase of airline tickets. Please note that district purchase cards cannot be available to travelers until their trip has been approved (by supervisor and/or Board action).

EXAMPLES OF OLD TRAVEL FORMS TO BE REPLACED

Auburn School District No. 408
Auburn, Washington

STAFF PRIOR RELEASE REQUEST
DAY TRIP ONLY

Date(s) of Release

Request is hereby made for authorization to be released from regularly assigned duties.

Name: _____

Destination: _____

Name of Event/Trip: _____

Means of Transportation: _____

Estimated expenditures for which reimbursement will be requested:

Mileage (computed at _____ cents per mile) _____

Other Transportation (indicate type and cost) _____

Meals _____

Lodging _____

Miscellaneous (itemize) _____

TOTAL _____

Travel Expense Acct. No. _____

Signature of Applicant _____ Date _____

A substitute teacher is needed: Yes ___ No ___ Half day ___ (AM ___ PM ___) Full Day ___

Salary Account No. _____

SALARY AND FRINGE BENEFITS TO BE BILLED TO:

Name of Organization _____

Originator of Meeting _____

Street Address _____

City _____ State _____ Zip Code _____

Date _____ Signature of principal or supervisor _____

Date _____ Signature of authorized department administrator _____

Copy to Accounts Receivable _____

SUBMIT IN DUPLICATE

****SUBMIT IN TRIPLICATE IF BILLED TO OTHER ORGANIZATION**

P-014 4/16

Auburn School District No. 408
Auburn, Washington

STAFF PRIOR RELEASE REQUEST

Date(s) of Release

Request is hereby made for authorization to be released from regularly assigned duties.

Name _____

Destination _____

Purpose of Release _____

Means of Transportation _____

Estimated expenditures for which reimbursement will be requested:

Mileage (computed at 31 cents per mile) _____

Other Transportation (indicate type and cost) _____

Meals _____

Lodging _____

Miscellaneous (itemize) _____

TOTAL _____

Travel Expense Acct. No. _____

Signature of Applicant _____ Date _____

A substitute teacher is needed: Yes ___ No ___ Half day ___ (AM ___ PM ___) Full Day ___

Salary Account No. _____

SALARY AND FRINGE BENEFITS TO BE BILLED TO:

Name of Organization _____

Originator of Meeting _____

Street Address _____

City _____ State _____ Zip code _____

Date _____ Signature of principal or supervisor _____

Date _____ Signature of authorized department administrator _____

Copy to Accounts Receivable _____

SUBMIT IN DUPLICATE

****SUBMIT IN TRIPLICATE IF BILLED TO OTHER ORGANIZATION (SEE INSTRUCTIONS ON REVERSE)**

P-014 3/96

Auburn School District No. 408
Auburn, Washington 98002

FIELD TRIP APPLICATION FORM
(To be submitted in duplicate)

School _____ Grade _____ Number of Students _____

Teacher(s) _____

Date of field trip _____ Alternate date _____

Destination _____

Address of destination _____

Desired time of arrival at destination _____ a.m. _____ p.m.

Desired time of arrival at school on return trip _____ a.m. _____ p.m.

Chaperones _____

List purposes and objectives of field trip as related to the instructional program:

Date _____ Teacher's Signature _____

Date _____ Principal's Signature _____

Date _____ Assistant Superintendent _____

28A-C-003 11/83

Auburn School District No. 408
Auburn, Washington 98002

OUT-OF-STATE/OVERNIGHT TRAVEL REQUEST

Name of Group or Individual _____ School/Dept. _____

Teacher/Advisor _____ No. of Students _____

Activity/Function _____

Destination (city) _____ Date(s)--include all dates of travel/weekends _____

Purpose of Trip _____

Lodging Arrangements (name of hotel, room sharing, private home, gymnasium, etc.) _____

Cost of Lodging Paid by _____

Meal Arrangements (local restaurants, included in conference, etc.) _____

Cost of Meals Paid by _____

Mode of Travel _____

Travel Costs Paid from _____ Acct. No. _____

Chaperones and/or additional staff traveling (name and position, e.g., director, teacher, adviser, parent, etc.)

1) _____ Position _____

2) _____ Position _____

3) _____ Position _____

4) _____ Position _____

Signature _____ Date _____

Principal/Supervisor Signature _____ Date _____

School Board Approval Granted _____ Date _____

If you are traveling out of state OR overnight, submit this form to the school programs office at least four (4) weeks prior to the date(s) of travel. Following superintendent or board approval, a copy will be returned to you. All student overnight travel requires board approval. All staff/employee out-of-state travel requires board approval.

Original: Retained in school programs office
Copy: Applicant

PS:R1 (Revised 6-94)
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TRAVEL FORMS FAQ

Q: Do I have to fill out a travel form to attend a conference? I never had to fill one out before.

A: A completed travel form is necessary to receive approval to attend a conference or any event away from your normal building assignment.

Q: Do I need to submit my travel forms in duplicate?

A: No. The travel forms are single pages and no duplicates are needed.

Q: We have 8 teachers going on the field trip. Do they each need to fill out a travel form?

A: No. Only one form for the trip per building, to include all adults and chaperones attending. If additional space is needed, attach a list of additional chaperones/staff.

Q: My trip does not conflict with any school/work dates (weekends, holidays, breaks, summer). Do I need to fill out a travel form?

A: Yes. A travel form is required by risk management for all work related travel.

Q: How far in advance do I need to submit trip paperwork when purchasing airline tickets?

A: Trips involving air travel should be submitted as soon as possible, and no later than 5 weeks prior to departure.

Q: Can I purchase my airline tickets before the School Board approves my travel?

A: Board approval is necessary for ticket acquisition, but in some cases "prior administrative approval" may be given when the Dept. of School Programs and the building principal agree to an exception.

Q: What do I do when I don't know what account codes will be used?

A: Do not turn in paperwork without account codes. Check with your supervisor for the appropriate account code needed to pay for trip expenses. Trip paperwork without account codes will be returned for completion.

Q: My trip is tentative – should I submit travel plans or wait until I know for sure?

A: It's best to obtain approval for tentative plans ahead of time rather than waiting until the last minute to try to get approval for a late submission. An approved trip that doesn't occur has no consequences.

Q: Another teacher is taking a field trip and asked me to help – do I need to fill out a travel form?

A: Yes. Fill out the appropriate travel form if you will be away from your daily assignment. However, if your students will be joining the other class (same school), only one travel request is necessary, as long as it contains all teacher/chaperone names.

TRAVEL FORMS FAQ

(continued)

Q: How many teacher/parent chaperones do I need for my trip?

A: Auburn School District policy requires a minimum of 1 adult for every 10 students. (Requirements are higher when attended by students who require a 1:1 para.)

Q: Can adult workers at the event venue satisfy our chaperone requirements?

A: No. Under most circumstances, the 1:10 adult student ratio must be satisfied by Auburn School District employees who will chaperone the students for the entirety of the trip.

Q: Must chaperones ride on the bus or can they drive separately in their own car?

A: For Athletics/Activities, coaches and advisors must ride on the bus with their students. For general field trips, the preferred choice would be to have chaperones riding on the bus with students. However, under certain circumstances, it is acceptable to have chaperones drive separately if needed, when there is adequate adult supervision on the bus.

Q: My trip expenses are all covered by an outside organization – do I need to submit a travel form even if there are no expenses to the district?

A: Risk management requires all traveling employees be listed and approved, regardless of the funding source.

Q: My field trip request was denied? Why?

A: Field trips that do not provide an approved course of study (i.e., going to the movies), or that expose students to unnecessary risk (i.e., Wild Waves) will be denied.

Q: When will I find out if my trip has been approved?

A: Once trip paperwork is submitted and processed, a copy of the signed trip request will be sent to you via district mail. For trips needing approval from the School Board, approval copies are usually sent the following day.

Q: When can I get my VISA travel card from the business office for my trip?

A: As soon as you create a PO, and receive notification that your trip has been approved.

Q: What if my trip details change (change of chaperones, dates, # of students, etc.)?

A: Please notify Ryan Foster's office of any changes in your trip as major changes may require the Board to rescind initial approval, or to take action to grant new approval.