

Montesano School District

Request for Travel and/or MCM Grant Application Form
(All district travel must be pre-approved)

Overnight Travel Local Travel Date Request Submitted:

Employee Name: Teaching Assignment:

Building:

Activity: Location: (Specify name of activity, workshop/conference and attach a copy of the agenda and registration form)

Time and date travel status BEGINS: Date Time ENDS: Date Time:

Is a substitute needed? Yes No \*Note: This form does not replace your absence or substitute request.

ESTIMATED TRAVEL EXPENSES:

Table with 2 columns: Expense Category, Amount. Rows include Total Meals, Total Lodging, Registration, Travel by Air, Travel by Car, Misc Ground Travel Expense, and Total Estimated Travel Expenses.

Program travel expenses are to be charged to: MCM Grant Funds: Yes No

MCM Grant Users: Please describe how this will help you in your teaching assignment:

Four horizontal lines for describing MCM Grant Users.

MCM Grant approval contingent upon approval of all parties below:

Building Principal Approved Disapproved Signature
MEA Executive Board Approved Disapproved Signature
Superintendent/Business Manager Approved Disapproved Signature

Employee Signature:

Date

Supervisor/Administrator:

Date

District Office Use Approved by: Date Received: Business Manager Date Superintendent Date

## Montesano School District

**Travel advance meal per diem rates for OVERNIGHT TRAVEL ONLY.....▶**  
**\*\* Please note: Travel Advance Requests are only to request a check for meals and ground travel for OVERNIGHT travel only.**

**Advanced Travel Request:** I request advance travel in the amount of \$ \_\_\_\_\_ to cover the cost of meals and/or misc. ground travel if needed. I understand that I must attach a copy of the meeting agenda or the conference/workshop registration form, which includes confirmation of what meals the conference is providing if any.

**Employee Signature:** \_\_\_\_\_

### MAXIMUM DAILY PER DIEM RATES:

Breakfast	Lunch	Dinner
\$13.00	\$15.00	\$23.00

<u>If travel starts:</u>	<u>Employee is entitled to:</u>	
Before 9:00 a.m.	breakfast, lunch and dinner per diem	= \$51.00
between 9:00 a.m. and 1:00 p.m.	lunch and dinner per diem	= \$38.00
after 1:00 p.m.	dinner per diem	= \$23.00

<u>If travel ends:</u>	<u>Employee is entitled to:</u>	
Before 11:00 a.m.	breakfast per diem	= \$13.00
between 11:00 a.m. and 4:00 p.m.	breakfast and lunch per diem	= \$28.00
after 4:00 p.m.	breakfast, lunch and dinner per diem	= \$51.00

**Miscellaneous Ground Travel Expenses:** Parking fees, shuttle or taxi services etc... may be requested up to a maximum of **\$40.00**. If your expenses for these items exceed \$40.00, please submit a Personal and Travel Expense Voucher form along with your receipts for reimbursement upon the completion of your travel.