

Out of State Travel Request

Name/Title Marc McAlister Location St. Louis Missouri

I am requesting approval to attend Vex Worlds Championships

General purpose/objective for attending conference/meeting Attend Vex World Champs. 800+ teams from Around the world

Destination St Louis Missouri (city, state) Leave 4/20/26 (date/time) Return 4/25/26 (date/time)

Group Travel Yes No If yes, attach list of travelers. Person driving must complete form.

Estimated Travel Expenses

To claim reimbursement, please submit a District Travel Expense form to the Business Office within **10 days of completion of the trip**. An approved copy of this form, conference documentation, and any necessary **itemized** receipts must be attached to the Travel Expense Report. General requirements for out-of-state travel are listed on page 2 of this form. District Policy DLC and DLC-AR for Staff Expense Reimbursement may be found on the District's web page.

Complete only the highlighted cells - others will calculate automatically.

	Amount	Account # or Funding Source
1. Registration	\$ 3600.00	N. Wasco.
2. Substitute		
0 # days Full day \$185.00	0.00	None
0 # days Half day \$92.50	0.00	None
3. Lodging (not including taxes)		
Per Diem rate \$95.00/night		
Explanation (if other rate) <u>209/night x 3room required to book through event.</u>		
# nights <u>5</u>	3663 0.00	Fundraising
4. Airfare (complete itinerary)	2581	Fundraising
5. Vehicle Rental (complete itinerary)		
6. Shuttle Service		
7. Mileage 0.585 rate x # miles	0.00	
8. Meals (use per diem rates)		
# breakfast \$8.00 each	3600 0.00	\$ 3600.00 Fundraising
# lunch <u>25.00</u> \$12.00 each	5 0.00	
# dinner <u>45.00</u> \$21.00 each	5 0.00	
9. Other (specify) <u>Supplies, Entertainment</u>	1000	Fundraising
Total Estimated Expenses	<u>\$ 3600.00</u>	

I am requesting to travel out-of-state on the date(s) and for the purposes stated above. The expenses listed are estimates; however, I understand that if I choose to add an expense subsequent to this approval, I must re-submit this request with added expense(s) in order to be reimbursed. **I have read and understand the travel requirements listed on page two of this form.**

Signature of Applicant	<u>Marc McAlister</u>	Date	<u>3/9/26</u>
Approval Supv/Principal	<u>[Signature]</u>	Date	<u>3/9/26</u>
Approval CFO	<u>[Signature]</u>	Date	<u>3/9/26</u>
Approval of Board		Date	

A. Forms

1. An *Out-of-State Travel Request* form must be completed and approved before out-of-state travel can be confirmed.
2. The form and receipts must be submitted to the Business Office within **10 days** of conclusion of the trip.
3. Conference documentation that outlines dates, schedules, meals as part of conference, etc. must accompany this form.
4. If expenses are incurred prior to Board approval, and the Board doesn't approve the travel, no expenses will be reimbursed

B. Airfare

1. Each employee is responsible for making his/her own reservations by first obtaining a purchase order. Check with the Business Office first to see if travel discounts have been obtained.
2. Economy, coach, tourist fare or other similar accommodations will be used unless ADA accommodations are required.
3. The personal use of travel awards obtained while conducting District business violates ORS 244.040. All such coupons, free tickets, etc must be presented to the District with the Travel Expense Report. District employees will not earn personal frequent flyer miles for travel taken on District time or paid for by the District.

C. Lodging

1. Employees must make their own lodging arrangements, using State or Federal contract rates.
2. To receive reimbursement, an original, itemized invoice from the hotel/motel must be attached to the Travel Expense Report.
3. If employees are staying at the official conference hotel/motel, actual lodging expenses will be covered.
4. If a spouse attends a conference with an employee, any difference in the room rate must be paid by the employee.

D. Vehicle Rental

1. Vehicle rental must be approved and arrangements made **prior** to travel.
2. Rental vehicles may only be used if it is the cheapest mode of travel or when other transportation is not feasible.
3. Rental will be for a compact vehicle unless the number of District employees using one vehicle necessitates other accommodations.
4. Rental vehicles will be used only for official travel. Any additional costs incurred will be the responsibility of the employee.

E. Meals

1. Itemized receipts for meal expenses must be attached to the Travel Expense Report.
2. Meal reimbursements will be based on the current U.S. General Services Administration Per Diem rates unless in a collective bargaining agreement or individual contract.
3. Charges that exceed the per diem rates will be the employee's responsibility.
4. Meals designated as part of the mode of travel or included as part of a meeting will not be reimbursed.
5. Gratuities must not exceed 15% and must be included as part of the receipt. Gratuities over 15% will not be reimbursed.
6. Alcoholic beverages will not be reimbursed.

F. Other

1. The employee is responsible for the costs of family/partners, etc. traveling with them.
2. Travel Expense Report forms submitted after 10 days must be approved by the Superintendent in writing and may be denied.
3. **Itemized** receipts for all reimbursable expenses are required.
4. Reimbursements will be made within 30 working days after the approved Travel Expense Report is received by the Business Office.

Reimbursement policies can be found on the District web site