Spooner Area School District

801 County Highway A · Spooner, WI 54801 · 715-635-2171 · www.spooner.k12.wi.us

ACTIVITY/SPORT OUT OF DISTRICT TRAVEL
Expense Voucher

Due 30 Days Prior to Traveling

Activity/Sport:_____ Date Submitted:_____

Event: _____ Event Registration Fee $_____

Event Location: _____ ***Please register for your own event**

Event Dates: _____

Is a hotel reservation required? Y or N
(minimum of 120 miles from Spooner to destination)

Check-in and Check-out Date:_____-_____

If applicable, code for room block:_____

***Once your hotel has been reserved, a confirmation email will be sent to you. Please submit a Purchase Order for the hotel room amount using Card Member Services as the vendor. Once approved, please email a copy to Katelyn Riewestahl.**

District Office to complete:
# of nights_____@ Rate $_____= _____
Hotel Name _____

Reservation/Confirmation # _____

Is a bus or school vehicle required? Bus Vehicle
If vehicle, list the dates needed: _____

***Contact Badger Bus if bus is needed**

District Office to complete:
Type of vehicle reserved: _____

For staff/coaches (see below for students)
Breakfast @ $7.00 + tax/day
Lunch @ $ 10.00 + tax/day
Dinner @ $ 15.00 + tax/day

Gratuity is standard 15%. Meal limits are set, additions will not be reimbursed. Maximum meal allowance is $30.00/day.
***Please submit meal receipts and an approved check request to Trish Vazquez- Bookkeeper.**
All claims for reimbursement close 30 days from travel.

Employees traveling on behalf of the district are required to follow the employment expectations when representing the district. Guidelines for conduct, attendance, dress code, records, etc. remain. Employees also agree to provide follow up training to staff, publications in the paper and social media, and/or a short report to the school board on how the professional opportunity will influence work in SASD.

□ **Approve** □ **Deny** Supervisor/Athletic Director _____ _____
Signature Date

Business Manager _____ _____
Signature Date

SPOONER AREA SCHOOL DISTRICT

STUDENT MEAL MONEY VERIFCATION

Students are allowed $30 for meals per day

(For sports, this applies to State Tournament only)

Event: _____

Destination: _____

Date(s):_____

I verify that I have received $_____ for meals for the above event.

Please Print Name	Signature
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____