



Spooner Area School District

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

OUT OF DISTRICT TRAVEL Expense Voucher

Due 30 Days Prior to Traveling

Employee Name: _____

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)

Reserving a school vehicle is required.

Dates needed for school vehicle: _____

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

***You will be notified if a vehicle is not available**

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 Kristin Tischer.**

District Office to complete:

Type of vehicle reserved: _____

\$30.00 per day

District Office to complete:

of nights/rooms _____ @ Rate \$ _____ = _____

Hotel Name _____

Reservation/Confirmation # _____

PO Number: _____

Gratuity is standard 15%. Meal limits are set, additions will not be reimbursed. Meals are not reimbursable if meal would have otherwise been provided by the hotel or conference. (Ex. Continental breakfast, lunch provided by conference)

***Please submit an itemized 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 _____

Signature _____

Date _____

Director of Operations _____

Signature _____

Date _____