

AUTHORIZATION REQUEST FOR OVERNIGHT LODGING WITHIN 50 MILES



Traveler Name _____ Travel Date _____

Conference Name _____

Conference Location (City/Town where Conference is to be Held) _____

Preparer Name _____

Overnight lodging within 50-miles shall be paid only when it is beneficial to Tacoma School District. The following guidelines will be used for approving overnight lodging within 50-miles. All mileage is calculated on the most direct route of the closer of the traveler's official residence or official work assignment location. Please check one of the following:

- When the health and safety of travelers is of concern (road conditions, ice, snow, flooding, etc.) or the employee has a documented physical impairment.
- Employees who travel on a non-work day and are authorized to claim mileage from their home, and the cost of paying mileage and/or parking exceeds the cost of overnight lodging. (***This is not an authorization for overtime pay.***)
- An overnight-stay in a commercial lodging facility to avoid having a traveler drive back and forth for back-to-back late night/early morning official district business. (*A written statement is required from employee requesting reimbursement based on this option.*)
- Employees who can provide proof of their involvement as a presenter, organizer or participation in a meeting or activity that directly relates to the event and requires them to work late into the evening. (*A written statement is required from employee requesting reimbursement based on this option.*)
- When the department/program can demonstrate that staying overnight is more economical to the district. (*A written statement is required from employee requesting reimbursement based on this option.*)

BRC Signature Authority

Date

Signature of direct supervisor if requestor is a BRC or Program Administrator

Date

Approval Signatures

- Approved** **Denied** - Request does not fall within any of the above guidelines for approval.

Deputy Superintendent

Date

ROUTING: Attach original to Travel Authorization and forward to Finance Department.