



PRIOR TRIP APPROVAL REQUEST
ASWVC

ORGANIZATION SUBMITTING REQUEST	BUDGET CODE	DESTINATION	REQUEST DATE
ADVISOR / COACH / INSTITUTIONAL REPRESENTATIVE		ADDITIONAL INSTITUTIONAL REPRESENTATIVES	
PERSONS DRIVING - Must complete Safe Driver Training		PURPOSE OF TRIP	
Copy of current drivers license on file?	YES		

TRAVEL ITINERARY

DATE DEPARTING		DATE RETURNING	
TIME DEPARTING		TIME RETURNING	

MUST ATTACH A COMPLETE ROSTER OF ALL STUDENTS THAT ARE ATTENDING WITH THE SID NUMBERS

A. SUBSISTENCE (Must be in Travel status)	# of Persons	Rate (\$12 max)	# Days of Travel	Subtotals	MEAL MONEY TOTAL
Breakfasts -----6:00am - 7:30am					
Lunches -----11:30am - 2:00pm					
Dinners -----6:00pm - 7:30pm					
B. LODGING	# of Rooms	Room Rate	# of Nights	Subtotals	LODGING TOTAL
Rooms					
Rooms					
Rooms					
C. TRANSPORTATION		Rate/Mile	Est. Miles	Subtotals	TRANSPORTATION TOTAL
11 Passenger Van		\$0.75			
11 Passenger Van		\$0.75			
29 Passenger Bus		\$2.75			
<100 Miles - Premium fee (add. to mileage)		\$130.00			
Overnight stay / per night		\$55.00	# Nights _____		
Privately Owned Vehicle		\$0.565			
Charter Bus (enter quote):					
Rental Vehicle (enter quote):					
Other (specify):					
D. FEES: Registration; Membership; Etc.	Rate	Number	Subtotals	FEES TOTAL	
Payee:					
Payee:					
E. OTHER FEES (toll fees, ferry parking, taxi)				Subtotals	GRAND TOTAL
Estimated Total					

SIGNATURES / APPROVAL

Person making request	Date	VP of Student Services	Date
ASWVC Advisor / Coach	Date	WVC President	Date
Assoc. Dean of Campus Life, Equity, & Incl.	Date	WVC PRESIDENT SIGNATURE REQUIRED IN ADVANCE FOR OUT-OF-STATE TRAVEL	

I verify that I have a valid Washington State Driver's License, and that I have not been convicted of negligent or reckless driving, or driving while under the influence of alcohol or drugs (If you have been convicted, please contact the Associate Dean of Campus Life, Equity, & Inclusion for more information. You may be prohibited from driving a college vehicle and/or transporting students). I acknowledge that I am responsible for complying with all state laws regarding the operation of a motor vehicle. WVC procedures regarding student travel specify that use of alcohol and illegal drugs are prohibited at all events, whether on or off campus, and by signature on this form I agree to comply with this procedure.