

PRIOR TRIP APPROVAL REQUEST - ASWVC

ORGANIZATION SUBMITTING REQUEST		DESTINATION		BUDGET CODE (REQUIRED!)		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 (\$14 max)	# of meals	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			\$3.50				
38 Passenger Bus			\$3.50				
<100 Miles - Premium fee (add. to mileage)			\$130.00				
Overnight stay / per night			\$55.00	# Nights_____			
Privately Owned Vehicle			\$0.625				
Charter Bus (enter quote):							
Rental Vehicle (enter quote):							
Other (specify):							
D. FEES: Registration; Membership; Etc.			Rate	Number	Subtotals		
Payee:							
Payee:							
E. OTHER FEES (toll fees, ferry parking, taxi)					Subtotals		
Estimated Total							
SIGNATURES / APPROVAL					GRAND TOTAL		
Person making request		Date	VP of Student Affairs			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.

Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.

The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:

- To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.
- To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: (509) 682-6853, sas@wvc.edu