

Vista School
Travel Request Form

Please read before completing this form:

- All travel must be authorized by administration and arranged via the Business Office. Electronic/credit card payment methods must be used before a reimbursement option becomes available.
- **Transportation:** Vista School covers the lesser expense between a Utah State Contract car rental or standard personal vehicle mileage.
- **Lodging:** Incidental deposits or payments at the hotel are strictly the responsibility of the employee.
- **Itinerary:** An itinerary or trip plan must be submitted with the travel request form in order to be reviewed or approved.

1. General Information & Trip Details

| | | | |
|-----------------------------------|--|----------------------------------|--|
| Employee Name: | | Date of Request: | |
| Department / Grade: | | Position: | |
| Destination (City, State): | | Event / Conference Title: | |
| Departure Date & Time: | | Return Date & Time: | |
| Purpose of Travel: | | | |

2. Transportation Method & Approvals

| | |
|--------------------------------|--|
| Requested Method: | Personal Vehicle Mileage Rental Car (Utah State Contract) Other (Airfare, etc.) |
| Personal Vehicle Usage: | Estimated Round-Trip Mileage: _____ miles <i>*Note: Mileage must be calculated strictly from Vista School to the destination and back. A MapQuest/Google Maps document showing this route must be attached. Reimbursement is issued at the current IRS business rate (70¢ per mile for 2026).</i> |
| Rental Car Request: | Are you staying at a conference hotel? No Yes <i>Rental cars are not allowed if staying at a conference hotel unless special accommodations are required and explicitly approved below.</i> If Yes, justify the special accommodation requirement: |

3. Lodging Requirements & Special Requests

| | |
|----------------------------|--|
| Standard Selection: | The choice of hotel is determined by the Business Office, prioritizing mid-range options (2.5–4 stars) that include breakfast and fit the budget. |
| Special Request? | No (Standard Business Office booking) Yes (Requesting a different room size, additional dates, or alternate hotel) <i>If costs exceed Vista School's selection, the employee is responsible for paying the rate difference at the time of booking. You must attach the original Business Office quote to this paperwork.</i> |

| | |
|---------------------------------|--|
| Special Request Details: | |
|---------------------------------|--|

4. Estimated Meals & Expenses

Only meals required to attend meetings/training qualify. If meals are provided by the host, hotel, or conference, they cannot be submitted. Individual caps apply, but skipped meals may be combined up to the \$66 daily per diem limit (unless provided by the host). Receipts for actual costs are required.

| Meal Type | Policy Cap | Est. Days Needed | Total Estimated Cost |
|--|---------------|------------------|----------------------|
| Breakfast | \$16.00 / day | _____ days | \$ _____ |
| Lunch | \$20.00 / day | _____ days | \$ _____ |
| Dinner | \$30.00 / day | _____ days | \$ _____ |
| Registration Fees / Other Expenses: | | | \$ _____ |
| TOTAL ESTIMATED TRIP BUDGET: | | | \$ _____ |

5. Required Authorizations & Signatures

By signing, the employee acknowledges they have read the updated policy and understand that unapproved travel, unapproved rental cars, or missing map/receipt documentation will invalidate reimbursement.

| | | | |
|---------------------------------------|--|-------------------------|--|
| Employee Signature: | | Date Signed: | |
| Administrative Approval: | | Date Approved: | |
| Business Office Authorization: | | Date Authorized: | |