



ALASKA

University of Alaska Fairbanks
School of Education
K12 Outreach Office
PO Box 755400
Fairbanks, AK 99775
Ph. 907-450-8400
Fax. 907-450-8401

Travel Finance Request Form

Check Events Attending FY18

District:
Requester Name:
Phone #:
Email:
Finance Contact Name:
Finance Contact Email:

Table with 2 rows and 3 columns: CTSO Conf., Academy, March 22-24, March 24-26, Anchorage, Fairbanks

Slim window for travel on March 24 between events- airfare must be booked ASAP

Number of students: Number of chaperones and Teacher Leaders:

Estimate of Travel Costs

Airfare per person: x # attendees: =
Lodging per night: \$110 x # nights: x # rooms: =
\*Ground Transport Allowance: \$50 x # attendees: =
\*Per Diem: \$60 x # days: =
CTSO Conference Registration fee: \$99 x # attendees: =

Total Travel Cost:

District Contribution Amount:

Travel Cost minus District contribution equals Reimbursement Request Amount:

Additional Notes: (i.e., special travel considerations etc.):

\*Ground transport allowance will be adjusted for groups travelling together
\*Per Diem max of \$60 per day minus meals included in lodging and/or event

Submit completed form to: mgskaggs@alaska.edu or bjwadlinger@alaska.edu





ALASKA

University of Alaska Fairbanks  
School of Education  
K12 Outreach Office  
PO Box 755400  
Fairbanks, AK 99775  
Ph. 907-450-8400  
Fax. 907-450-8401

### Participant List

Name	Position	Email

