# ASTSWMO SPECIAL TRAVEL FORMS

<table>
<thead>
<tr>
<th>Name</th>
<th>Jane Traveler</th>
<th>Date</th>
<th>08/13/10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Division/Agency</td>
<td>Idaho DEQ</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone</td>
<td>555.555.5555</td>
<td>Fax</td>
<td>555.555.5556</td>
</tr>
<tr>
<td>E-mail Address</td>
<td><a href="mailto:traveler@deq.idaho.gov">traveler@deq.idaho.gov</a></td>
<td></td>
<td></td>
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<tr>
<td>Meeting Title</td>
<td>2010 Special Travel Meeting</td>
<td></td>
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<tr>
<td>Meeting Date(s)</td>
<td>September 23-24, 2010</td>
<td>Location</td>
<td>Seattle, WA</td>
</tr>
</tbody>
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## INSTRUCTIONS AND SPECIAL CONDITIONS:
- Please read ASTSWMO’s Special Travel Policy for detailed instructions for this form.
- Please mark the appropriate category, provide the requested information, and fax the completed form to the ASTSWMO office at (202) 624-7875 in order to obtain prior approval for special travel.
- Approval of travel exceptions must be obtained from ASTSWMO PRIOR to making your travel plans. Exceptional expenses cannot be reimbursed unless approved before your trip.
- All information must be documented to identify the authoritative source of the information and the date it was obtained. VERBAL PRICE QUOTES WILL NOT BE ACCEPTED.

### EXTENDED STAY AIRLINE TICKET

1. Provide the documented prices (obtained through a travel agent, State travel office, or website) for **both** the standard roundtrip coach fare and the alternative fare for the extended stay, and

2. Complete Cost Work Sheet A to demonstrate the costs of both standard, direct airfare and your desired extended stay airfare; then, fax the forms and documentation to ASTSWMO at (202) 624-7875 for review and approval.

### PRIVATE OR STATE AUTO TRAVEL IN EXCESS OF 500 MILES ROUND-TRIP

1. Provide documentation for the standard, direct round-trip coach airfare (obtained through a travel agent, State travel office, or website), and

2. Complete Cost Work Sheet B to provide the number of miles to be driven roundtrip, cost calculation at $0.50/mile, and a demonstration that no additional cost (including parking and tolls) over the standard coach airfare will be incurred through the use of a private car; or, if a State car is being used, document fuel, toll, and parking costs for comparison to the standard airfare

Please fax this completed form, the appropriate worksheet, and required documentation to ASTSWMO at (202) 624-7875 to obtain prior approval. Approval will be faxed back to you and must be attached to your reimbursement form at the time of submittal.
Worksheet for Auto Travel Exceeding 500 Miles Round-trip

Name: Jane Traveler  Dates of Extended Travel: Sept. 22-25, 2010
Event: 2010 Special Travel Meeting  Location: Seattle, WA

1. Establish a baseline by indicating the standard, direct coach airfare if it were used instead of a privately owned or state vehicle. See ASTSWMO’s Special Travel Policy and Procedure instructions for a description of the necessary documentation for the standard airfare.

   a. Documented cost of standard, coach class, roundtrip airfare $381.80
   b. Estimated mileage from home to airport and back of 20 miles x ($0.50/mile) + (tolls, etc.) $10
   c. Estimated airport parking $0
   d. Total airfare/ground transportation/parking costs $391.80

2. Estimated cost of reimbursement for allowable expenses related to private vehicle travel:

   a. Estimated total mileage of 640 x ($0.50/mile) $320.00
   b. Estimated toll road/bridge costs $0
   c. Estimated hotel parking costs $80.00
   d. Total estimated privately owned vehicle use $400.00

PLEASE ENCLOSE THIS WORKSHEET AND ITS SUPPORTING DOCUMENTATION WITH THE SPECIAL TRAVEL FORM AND SEND TO THE ASTSWMO OFFICE BY FAX OR EMAIL FOR APPROVAL PRIOR TO YOUR TRAVEL: (202) 624-7875 or daniar@astswmo.org.

PLEASE INCLUDE A COPY OF THIS PAGE, AS RETURNED TO YOU WITH STAFF SIGNATURE AND APPROVED TRAVEL COST, WHEN YOU SUBMIT YOUR REIMBURSEMENT FORM.

ASTSWMO OFFICE USE ONLY

SPECIAL TRAVEL APPROVED UP TO $391.80
AMOUNT APPROVED BY D. Rodriguez
DATE APPROVED 08/14/10
Welcome - Already a member?  Sign In   My Itineraries   My Account   Customer Support   Feedback
Search Expedia
Go

Summary
1 Ticket / Roundtrip
DCA Washington to
SEA Seattle
Leave:  Wed 22-Sep
Return:  Fri 24-Sep
1 adult  $339.00
Taxes & Fees  $42.80
Total  $381.80

Trip Savings:  Trip Savings:  Trip Savings:
My Itineraries  My Account  Customer Support

Customer Support
Frequently Asked Questions (FAQs)

Total price for this trip: $381.80

Coupons
What’s a coupon?
Only one coupon may be used per purchase. You’re not signed in to an account to use a saved coupon, or to save a coupon to your account, please sign in.

Apply and reprice

Your flight could cost $282 instead of $382! Get up to $100 off when you're approved. See details >

1 Review the flight details

Wed 22-Sep-10

Washington (DCA) to Phoenix (PHX)
Depart 7:10 am  Arrive 9:15 am
1,979 mi (3,185 km)
Economy/Coach Class, Food For Purchase, Airbus A319
Flight: 436

Phoenix (PHX) to Seattle (SEA)
Depart 10:20 am  Arrive 1:29 pm
1,106 mi (1,780 km)
Economy/Coach Class, Airbus A320
Flight: 71

Fri 24-Sep-10

Seattle (SEA) to Chicago (ORD)
Depart 2:30 pm  Arrive 8:20 pm
1,721 mi (2,770 km)
Economy/Coach Class, Boeing 737-800
Flight: 1014

Chicago (ORD) to Washington (DCA)
Depart 9:15 pm  Arrive 11:50 pm
612 mi (985 km)
Economy/Coach Class, Canadian Regional Jet 700
Flight: 3711

Additional airline fees may apply at check-in

Fees may be charged by airlines for services such as preferred seat selection and baggage handling. Please note that fees are determined by the airline you check in with and may change at anytime.

See fees

Save Even More – Add a Hotel

Add a hotel to your flight now to earn ThankYou® Points and get great rewards!

See more hotels
Your best price, guaranteed!
Add a rental car to this trip

- No thanks, I don't need a rental car.
- Yes, I would like to see available rental cars next.

2 Review the rules and restrictions
- Tickets are nonrefundable. A fee of $150.00 per ticket will be charged for itinerary changes after the tickets are issued, provided that the booking rules were followed.
- Tickets are nontransferable and name changes are not allowed.
- Please read important information regarding airline liability limitations.
- Prices do not include baggage fees or other fees charged directly by the airline.
- Read an overview of all the rules and restrictions applicable to this fare.
- Read the complete penalty rules for changes and cancellations applicable to this fare.

☐ I have read and accept the rules and restrictions. (please check the box to continue)

3 Select a booking option
Fares are not guaranteed until purchased.
- Continue with booking
  - Due to the restrictions associated with this fare, tickets must be purchased immediately. It is not possible to reserve this fare for later ticketing.
  - Save this to my itinerary.
  - Cancel and go to home page.
Directions to 1007 1st Ave, Seattle, WA 98104
321 mi – about 5 hours 24 mins

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2010 Google

Directions weren't right? Please find your route on maps.google.com and click "Report a problem" at the bottom left.