


## ASTSWMO SPECIAL TRAVEL FORMS

Name Jane Traveler Date 08/13/10 

Division/Agency Idaho DEQ

Phone 555.555.5555 Fax 555.555.5556

E-mail Address traveler@deq.idaho.gov

Meeting Title 2010 Special Travel Meeting

Meeting Date(s) September 23-24, 2010 Location Seattle, WA

### 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 B

**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. Rodríguez

DATE APPROVED 08/14/10



**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**

**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.

- I have a coupon.
- I don't have a coupon.
- [Apply and reprice](#)

Your flight could cost **\$282 instead of \$382!** Get **up to \$100 off** when you're approved. [See details >](#)

Customer Support

[Frequently Asked Questions \(FAQs\)](#)

**1 Review the flight details**

**Wed 22-Sep-10**

**Washington (DCA) to Phoenix (PHX)** 1,979 mi (3,185 km) Flight: **436**  
 Depart 7:10 am Arrive 9:15 am Duration: 5hr 5mn

**Economy/Coach Class**, Food For Purchase, Airbus A319

**Phoenix (PHX) to Seattle (SEA)** 1,106 mi (1,780 km) Flight: **71**  
 Depart 10:20 am Arrive 1:29 pm Duration: 3hr 9mn

**Economy/Coach Class**, Airbus A320

Total distance: 3,085 mi (4,965 km) Total duration: 8hr 14mn (9hr 19mn with connections)

**Fri 24-Sep-10**

**Seattle (SEA) to Chicago (ORD)** 1,721 mi (2,770 km) Flight: **1014**  
 Depart 2:30 pm Arrive 8:20 pm Duration: 3hr 50mn

**Economy/Coach Class**, Boeing 737-800

**Chicago (ORD) to Washington (DCA)** 612 mi (985 km) Flight: **3711**  
 Depart 9:15 pm Arrive 11:50 pm Duration: 1hr 35mn

**Economy/Coach Class**, Canadian Regional Jet 700  
 Operated by: AMERICAN EAGLE

Total distance: 2,333 mi (3,755 km) Total duration: 5hr 25mn (6hr 20mn with connections)

**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**

	<b>W Seattle</b> ★★★★★ Seattle <a href="#">More info</a>		<b>Fairmont Olympic Hotel</b> ★★★★★ Seattle <a href="#">More info</a>		<b>Mayflower Park Hotel</b> ★★★★☆ Seattle <a href="#">More info</a>
Flight + 2 nights Hotel		Flight + 2 nights Hotel		Flight + 2 nights Hotel	
Booked separately: \$979		Booked separately: \$1115		Booked separately: \$813	
<b>Trip Savings: -\$248</b>		<b>Trip Savings: -\$234</b>		<b>Trip Savings: -\$118</b>	
<b>Total Price: \$731</b>		<b>Total Price: \$881</b>		<b>Total Price: \$695</b>	
<b>\$731</b> includes: Flight + Hotel, Taxes & Fees		<b>\$881</b> includes: Flight + Hotel, Taxes & Fees		<b>\$695</b> includes: Flight + Hotel, Taxes & Fees	
<a href="#">Add this hotel to your trip</a>		<a href="#">Add this hotel to your trip</a>		<a href="#">Add this hotel to your trip</a>	

Add a hotel to your flight now to earn **ThankYou<sup>SM</sup> 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.](#)

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Plus sign (+) means taxes and fees are additional.

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Directions to **1007 1st Ave, Seattle, WA 98104**  
**321 mi** – about **5 hours 24 mins**



**A** N Ella Rd

- |  |  |                            |
|--|--|----------------------------|
|  | 1. Head <b>south</b> on <b>N Ella Rd</b> toward <b>W Dolan Rd</b><br>About 1 min   | go 0.3 mi<br>total 0.3 mi  |
|  | 2. Turn <b>left</b> at <b>W Dolan Rd</b><br>About 1 min  | go 0.4 mi<br>total 0.7 mi  |
|  | 3. Take the 1st <b>right</b> onto <b>N Wrangler Rd</b><br>About 1 min  | go 0.3 mi<br>total 1.1 mi  |
|  | 4. Take the 1st <b>left</b> onto <b>W Garwood Rd</b><br>About 2 mins   | go 0.7 mi<br>total 1.7 mi  |
|  | 5. Take the 2nd <b>right</b> onto <b>US-95 S</b><br>About 11 mins  | go 9.3 mi<br>total 11.0 mi |
|  | 6. Turn <b>right</b> to merge onto <b>I-90 W</b> toward <b>Post Falls/Spokane</b><br>Entering Washington<br>About 5 hours 3 mins | go 308 mi<br>total 319 mi  |
|  | 7. Take exit <b>2C</b> for <b>I-5 N</b> toward <b>Vancouver B.C.</b><br>About 1 min  | go 0.9 mi<br>total 320 mi  |
|  | 8. Follow signs for <b>Madison St/Convention Pl</b> and merge onto <b>7th Ave</b><br>About 1 min                                 | go 0.3 mi<br>total 320 mi  |
|  | 9. Turn <b>left</b> at <b>Madison St</b><br>About 2 mins   | go 0.4 mi<br>total 321 mi  |
|  | 10. Turn <b>right</b> at <b>1st Ave</b><br>Destination will be on the left   | go 112 ft<br>total 321 mi  |

**B** 1007 1st Ave, Seattle, WA 98104

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](http://maps.google.com) and click "Report a problem" at the bottom left.