

TRAVEL – EXTENDED & OUT-OF-STATE

REQUEST FOR EXTENDED & OUT-OF-STATE TRAVEL

Name of Organization Making Request _____

Proposed Travel Dates From _____

Brief Explanation of Proposed Trip (including destination) _____

Sponsor Signature(s) _____ Date _____

Number of Students Attending _____ Number of Supervising Adults _____

Amount of School Time to be Missed _____

The Following Requests are Made Relative to this Proposed Trip:

(Waivers required for overnight out of state trips with the exception of IHSAA activities)

1. Bus: Yes _____ No _____ Bus Capacity Needed _____

2. Finances: Yes _____ No _____ If Yes, Total Amount _____

3. Transportation Expenses: Yes _____ No _____

4. Bus Request Submitted: Yes _____ No _____

5. Financial Breakout: Student/Parent \$ _____ Club \$ _____ Organization \$ _____ School \$ _____

6. Organization: _____

7. Destination: _____

Principal’s Recommendation _____

Principal’s Signature _____ Date _____

By signing this form you are acknowledging all necessary waivers have been received.

Superintendent’s Recommendation _____

Superintendent’s Signature _____ Date: _____

Board Action: Approved as Proposed _____ Approved with Modifications _____ Not Approved _____

Total Student Cost: \$ _____

School Costs:

1. Transportation (To & From) \$ _____

A. Bus or SUV’s \$ _____

B. Plane \$ _____

2. Lodging..... \$ _____

Total School Cost: \$ _____ \$ _____

Less Commitment: \$ _____ \$ _____

GRAND TOTAL: \$ _____ \$ _____

Vocational Programs (and others, as determined by the principal) will cover all advisor costs from vocational appropriations and/or club/organization funds.