



STUDENT FIELD TRIP REQUEST

Use this form to request student out-of-state, international, and overnight in-state travel. This form requires School Board approval. Please submit to the Office of the Superintendent at least 10 working days prior to a School Board meeting. All lines must be completed.

Traveling Individual(s): _____
Number of Students _____ Gender of Students M _____ F _____ Grade Level _____
Number of Adult Chaperones _____ Gender of Adult Chaperones M _____ F _____
Name(s) of Chaperones _____
Name of current First Aid/CPR qualified individual traveling with group _____

School/Department: _____

Meeting/Conference Title: _____

Destination: _____

Date(s) of Travel: _____ Type of Transportation: _____

Purpose/Objective of Trip: _____

All forms associated with this Request (Purchase Order, Registration, Transportation Request, etc.) should be attached.

| <u>Expenses:</u> | <u>Estimated Cost</u> | <u>Budget Code</u> |
|--------------------------|-----------------------|--------------------|
| - Registration | \$ _____ | _____ |
| - Mileage, Airfare, etc. | \$ _____ | _____ |
| - Lodging | \$ _____ | _____ |
| - Meals | \$ _____ | _____ |
| - Substitute | \$ _____ | _____ |
| - Other (describe) _____ | \$ _____ | _____ |

If fundraising or private funds are used, describe the activities, sources, and provisions made for students who cannot personally pay for the trip: _____

Requested by: _____ (Signature) Date: _____

*Manager of Chargeable Budget: _____ (Signature) Date: _____

*Principal/Supervisor: _____ (Signature) Date: _____
(if different than above)

* Must be signed before seeking approval by the School Board

SCHOOL BOARD ACTION: ___Approved ___Denied Date: _____