

Out-of State and/or Overnight Travel Request Form

Out-of-state and/or overnight travel requests must be approved by the AD or building principal and the school board prior to departure.

To ensure ample time for processing, please submit this form to your respective administrator 40 days prior to the departure date.

Name of School Group:			
Number of Students Attending:			
Name of Event:			
Date(s) of Travel:			
Location (City, State):			
Name of Hotel, if applicable:			
Location of Hotel (City, State):			
School Vehicle(s) Needed:	<u>Type</u>	<u>Number</u>	<u>Name of Driver(s)</u>
	Bus		District-arranged
	Van		
	Car		
Name of Group Sponsor(s):			
Names of Additional Chaperones*: *must be background-checked if not a school employee			
How is the Trip Being Funded and How Much Will It Cost?		<u>Funding Source</u>	<u>Estimated Cost</u>
	Meals		
	Entry Fees		
	Hotels		
	Other		
<u>Administrator Approval</u>			
Administrator name:			
Administrator signature:			
Date:			
Date of Board approval:			