

Out-of-State and/or Overnight Travel Request Form

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

To ensure ample time for processing, please submit this form to your building principal at least 45 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):			
Type of Transportation Being Used:			
Name of Group Sponsor(s):			
Names of Additional Chaperones*: *must be have background check done 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		
Principal Signature:			Date:
Superintendent Signature:			Date:
Date of Board Approval:			