



*Proud Traditions...Unlimited Possibilities*

## Out of State Trip Request

School board approval is required for all school-sponsored out-of-state trips when our students cross state lines in school vehicles (our district or another school district's), charter buses or personal vehicles. Approved out-of-state trips may result in contracting with chartered buses. Cost will be a consideration in the approval process.

**Itinerary:** Please include hotel information, intended side trips or stops, and all other pertinent information. *(Attach separate sheet if necessary)*

The school/group is responsible for arranging for a single non-smoking hotel room for each driver.

Requests need to be submitted as soon as possible for consideration - a minimum of 45 days is recommended.

School/Group \_\_\_\_\_

Destination \_\_\_\_\_

Total Student Participants \_\_\_\_\_ Total Chaperones/Other \_\_\_\_\_

Departure Date & Time \_\_\_\_\_ Return Date & Time \_\_\_\_\_

Proposed Funding Source for Transportation \_\_\_\_\_

Estimated Cost \_\_\_\_\_

Requestor Name \_\_\_\_\_ Date \_\_\_\_\_

Requestor Signature \_\_\_\_\_

Administrator Signature \_\_\_\_\_ Date \_\_\_\_\_

***Forward to Transportation Director prior to Superintendent Consideration***

Chart of Account Coding \_\_\_\_\_

Charter Bus Company \_\_\_\_\_

Superintendent Approval \_\_\_\_\_ Date \_\_\_\_\_

School Board Approval \_\_\_\_\_ Date \_\_\_\_\_