

Sugar-Salem Joint School District #322
Student Long Distance Field Trip/Travel Request

General: (Overnight reservation needed)

Name of employee(s) requesting field trip:	Counseling Office, Robyn Robison, Ninette Calkrath	
School: SSAS	# of students involved in travel: 34-40	
Date submitted:	Leaving Date: Jan. 30	
	Returning Date: Jan. 31	
Destination: Utah State, Weber, UVU, BYU		
Group(s) involved in travel:	high school Juniors	
Time of departure from school: 8:00 am	Time of return to school: 10:00 pm	

Activity description and how it relates to curriculum standards:

Danpols visits to all four campuses with high school Juniors. It is a tour to help the Juniors solidify where they want to apply to college.

Transportation:

Estimated number of miles from school to location and back to school: 597	<input type="checkbox"/> District bus #324 <input checked="" type="checkbox"/> Charter bus
Cost per mile (call transportation director to get this information): \$2.75	
Total mileage/bus costs (# of total miles x cost = total): 1672.00	

Food Services:

Number of students needing school sack lunch provided:	
Number of adults needing school sack lunch provided:	
Number of students bringing a home packed lunch or money (helps us adjust our food preparation):	34-40
<input type="checkbox"/> By marking this box, we will be back to eat at the school or will leave after lunch and no adjustments are needing to be made to our lunch counts.	

Hotel Arrangements:

Hotel Name: Hampton Inn Suites	
Address: 851 West 1250 South Ogden UT 84403	Telephone: 801 426 9500
# Nights Staying: 1	Cost per night: 85
# of Rooms: 13	District PO #

Funding Source(s):

Activity expense	Cost	Account:
Bus	1672	college & career
Lodging	1105	college & career
12 Lunches	900	college & career
2 Dinners	\$20 per stud.	Students/family responsible for this activity expense.

Approval Signatures:

Building principal:	
Transportation Secretary/ Supervisor: --indicates bussing/staffing available	Bus: _____ Driver: _____
Food Services School Kitchen manager—indicates notification	
Funding Approval Signature —Federal Programs director, etc. <i>If funding different from building level</i>	
Superintendent's signature (for information purposes):	
Board Approval (if needed):	

We have special instructions or comments needed for building principal, bus driver, food services (i.e. allergies), etc. and is noted on the back of this sheet. _____ yes _____ no not applicable
_____ Attached is the flyer/notification for parents



PO Box 566
 Rexburg, ID 83440
 Phone: 208-356-9796
 Fax: 208-996-2051
 Toll Free 800-356-9796
 Website: www.SaltLakeExpress.com
 Email: Charters@SaltLakeExpress.com

Charter Quote

Date: **11/12/19**
 Quote No. : **51054**

Ninette Galbraith
Sugar Salem High School
1 Digger Drive
Sugar Salem, UT 83448

Phone: **208-356-0274**
 Order Date: **09/30/19**
 SalesRep: **Mindy Schmidt**

Thank you for contacting **Salt Lake Express**. We hope this quote will be acceptable for your trip on **Thursday, January 30, 2020**. This quote is good for **7 days**, after which circumstances could require us to change it. To accept this quote/contract, please sign below and return it by email or fax as soon as possible. Charters are confirmed on a first come first served basis. Thank you for choosing **Salt Lake Express!**

Group is responsible for the driver's hotel rooms.
Charter is based on up to (608) Miles and (2) Day(s).
Please reward your driver for outstanding service!

Group Name: **SSHS: University Tour**
 Group Leader: **Ninette Galbraith**
 Group Code:

Coaches: **1**
 Equipment: **37pax**

Leave Date: **Thursday, January 30, 2020**
 Spot Time: **7:30 am**
 Leave Time: **8:00 am**

Return Date: **Friday, January 31, 2020**

Retn\Drop Time: **11:59 pm**

Pickup **Sugar City, ID *Sugar Salem HS**
 Location: **1 Digger Drive**

Destination **Logan, UT**
 Details: **Ogden, UT**
Provo, UT

1/30

8:00am - depart Sugar Salem HS to Utah State University, Logan, UT
Lunch break
Depart for Weber State Unviersity, Ogden, UT (3848 Harrison Blvd)
Depart for Provo hotel

1/31

Depart hotel for UVU, Orem (800 W University Parkway)
Depart for BYU, Provo
Return to Sugar City, ID

Description	Qty	Rate	Comm.Tax	Charge
37 Passenger Charter Bus	1.00	\$1,672.00	\$0.00	\$1,672.00

Transport Charge: \$1,672.00
Commerce Tax: \$0.00
Total Amount Due: \$1,672.00
Amount Paid: \$0.00
Balance Due: \$1,672.00



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Your signature below acknowledges that you understand and agree to the terms and conditions stated.

Charter Party Signature

Date

Mindy Schmidt
Charter Sales