

Funding Information

Hotel: Comfort Inn Layton Lodging Total Cost: \$1400  
 Address: 877 Layton, UT 84041  
 Telephone: 801-544-5577  
 # of nights staying: 2 Cost Per Night: 70.00 # of Rooms: 10

After submitting the form the employee should make all the lodging reservations using a purchase order. Use of a purchase order ensures that we do not pay tax.

Meals

Per diem allowance is 25.00 per day. Number of full days: 2 Meals Total Cost: \_\_\_\_\_  
 Breakfast 7.00 (when traveling between 7:00 am 11:00 am # of Breakfasts: \_\_\_\_\_  
 Lunch 7.00 (when traveling between 11:00 am and 3:00 pm. # of Lunches: \_\_\_\_\_  
 Dinner 11.00 (when traveling between 5 pm and later. # of Dinners: \_\_\_\_\_  
 Do not request reimbursement for meals provided during workshops.  
 If students are paying for meals, how much are they required to bring?: \$40-\$50  
 All per diem requests should be made prior to travel and require a purchase order.

Travel We would like to take a district bus if the district will help with busing costs.  
 Travel via district bus.  Travel via chartered bus.

Estimated number of miles: 222 Cost per mile: \_\_\_\_\_ Total cost: \_\_\_\_\_  
 Mileage cost vary. Get cost per mile from Transportation Director. Mileage will be paid to and from the destination including a reasonable number of miles while at the conference.

What are students being asked to pay for travel?: \$46.00

Registration – attach registration form if available.

Organization: PSAS  
 Address: \_\_\_\_\_  
 Telephone: 4035241 # of Individuals: 30 Cost Each: \$150 Total Cost: \$4,670

After submitting this form the employee should make all registration reservations using a purchase order.

Funding

- \_\_\_\_\_ Title I
- \_\_\_\_\_ Title VI B Special Education
- \_\_\_\_\_ Title IIA Professional Development
- \_\_\_\_\_ Vocational
- \_\_\_\_\_ Professional Technical
- \_\_\_\_\_ Technology
- \_\_\_\_\_ School Travel Budget
- \_\_\_\_\_ Other \_\_\_\_\_

Opera 124 (\$3 students / \$5 adults)  
Festival 1920 (\$64 per student)  
Hotel 1,400 (\$40 per student)  
Bus 1,350 (\$46 per student)  
\$4,794

Total Estimated Cost of Travel: \$4,670

Total Estimated Cost of Travel for Individual Students: \$150.00 (plus \$50.00 for food)

Sugar Salem School District #322  
2550F - Student Transportation Travel Request - Field Trip

Name of employee(s) requesting travel: Jennifer Barrus

School: Sugar-Salem H.S. Destination: Salt Lake City / Layton

Dates of Proposed Travel: May 5 - May 7 Date Submitted: 2-4-16

Groups Included in Travel: SSHS Orchestra

Time of Departure from School: May 5 - noon Time of Return: May 7 11:30 pm

Number of Students Involved in Travel: 30

Check here when you have notified food service personnel of changes to the lunch count or the need for sack lunches.

Complete funding information on the next page prior to getting approvals below. Do not make reservations, etc. until all approvals have been procured.

Building Principal Signature \_\_\_\_\_ Date: \_\_\_\_\_

Funding Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
(Federal Programs Director, Special Education Director, etc. if needed)

Superintendent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Comments or Special Instructions: \_\_\_\_\_

Purpose of Leave: This trip's purpose is to build unity & enrich classroom instruction.

Description of Planned Activities: We will attend a Mozart opera. We will perform at a music festival and go to Lagoon. We will also spend time socializing.

Dear Administrators,

February 3, 2016

This year I am taking the High School orchestra on an education based trip to Salt Lake City, Layton and Farmington Utah. It would greatly reduce the individual student cost if we were able to have some help from the school district in covering the cost of the transportation. Please consider helping the students with this travel expense.

Here is our Orchestra Trip itinerary:

Thursday, May 5

Noon: board the bus and leave for Layton

3:00 Check in at the Comfort Inn hotel in Layton

4:00 Go to Salt Lake City. Eat supper there.

6:00 Go to the Capital Theater in Salt Lake City

7:00 Enjoy watching a professional production of Mozart's opera "The Marriage of Figaro." This is a special 7-12 grade education night where students, chaperones and teachers are able to get deeply discounted tickets for the Final Dress Rehearsal. Viewing this opera will enhance the music appreciation curriculum I teach as part of orchestra class instruction.

10:00 Go to the hotel in Layton

Friday, May 6

8:00 Eat breakfast

10:00 Travel to Salt Lake City

See the Capitol building

Visit Temple Square

Eat Lunch at the mall

Spend time at the mall

4:00 Meet and go to dinner

5:00 Go to the hotel and swim, exercise and play games

10:00 Sleep ???

**Saturday, May 7**

- 7:00 Eat breakfast
- 8:30 Check out of the hotel/load the bus
- 9:00 Arrive at the Layton School for the Music Festival
- 10:00 Orchestra Warm Up
- 10:30 Orchestra festival performance
- 11:00 Arrive at Lagoon – enjoy our time there
- 5:00 Gather for the Awards Ceremony at the Pioneer Pavillion
- 8:00 Meet at the bus and travel home
- 11:30 Arrive in Sugar City

**Costs:**

Chartered Bus – Salt Lake Express	\$1350.00 (\$46.00 per student)
Music Festival and Lagoon Tickets	\$64.00 per student
Hotel lodging for two nights	\$40.00 per person

The individual cost for each student: \$150.00 (plus \$40.00-\$50.00 for food)  
\$104.00 if the district provides transportation.

Thank you for your consideration and for supporting the orchestra program in general!

Regards,