Sugar Salem School District #322

Student Transportation Travel Request – Field Trip

Name of employee(s) requesting travel:

School: Destination:

Dates of Proposed Travel: Date Submitted:

Groups Included in Travel:

Time of Departure from School: Time of Return:

Number of Students Involved in Travel:

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:

Description of Planned Activities:

Funding Information

Hotel: Lodging Total Cost:

Address:

Telephone:

# of nights staying: Cost Per Night: # of Rooms:

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: 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?:

All per diem requests should be made prior to travel and require a purchase order.

Travel

 Travel via district bus. Travel via chartered bus.

Estimated number of miles: 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?:

Registration – attach registration form if available.

Organization:

Address:

Telephone: # of Individuals: Cost Each: Total Cost:

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

Total Estimated Cost of Travel:

Total Estimated Cost of Travel for Individual Students: