

2023-2024 Overnight Student Travel Application

Amounts on this forms need to be filled out PER STUDENT, not total amount for trip.

This form should be submitted for approval 45 days in advance of student travel.

Complete all forms and submit with all required documentation.

Review Board Policy VIII.A.18 and Administrative Memo 58 (private vehicles)

School	Group / Department	Number of Students Attending
Teacher / Advisor Overseeing Travel		Destination: City and State
Travel Dates		Dates absent from school* (not to exceed 3 days)
Name(s) of teacher(s) (1:10 ratio minimum required - 1:8 ratio maximum allowable)		
Name(s) of chaperone(s) - chaperone forms must be on file at school		

All travel must relate directly to the curriculum or activity for which the group is organized.

Expected Outcomes must be attached (***answer the questions using the attached fillable form***)

Student Travel Itinerary (***fill out the student travel itinerary using the attached fillable form***)

Schedule/Agenda attached

Travel Costs are **PER STUDENT**. Cannot exceed \$1,700.00 per student (unless overage is covered by a third party)

Registration / Activity & Events	Registration Fee	
	Activity & Events Admission	
	Other (specify) _____	
	Competition fees paid by school (if not listed above)	
Mode of Transportation	Airline (<i>Quote from Danielle must be attached</i>)	
	Automobile / Rental Vehicle (<i>Quote from Danielle must be attached</i>) (Use of private vehicles will require compliance with Administrative Memo #58) <u>Letter from principal on School Letterhead must be attached.</u>	
	Charter Bus (<i>Quote from Danielle must be attached</i>)	
	District Bus (<i>Overnight district school bus form must be attached</i>)	
Lodging	Hotel (including taxes) (<i>Quote from Danielle must be attached</i>)	
	Air B&B (including taxes) (<i>Quote from Danielle must be attached</i>)	
	Lodging included in registration fee	
Meals	Group Meals	
	Individual Meals (<i>cannot request students to bring money</i>) (<i>fill out the group and per diem using the attached fillable form</i>)	

TOTAL AMOUNT PER STUDENT FOR TRIP

TOTAL OUT OF POCKET COST EACH STUDENT WIL PAY FOR TRIP

Explain how the trip will be financed

Budget Number for payment	Bookkeeper / Finance signature	Date
Teacher / Advisor signature	Date	Principal / Supervisor signature
District Director signature	Date	Assistant Superintendent signature

2023-2024 Overnight Student Travel Expected Outcomes

This form should be submitted for approval 45 days in advance of student travel.

School	Group / Department	Number of Students Attending
Travel Activity	Destination: City and State	
Travel Dates		

Please answer the following questions and submit with your travel application.

1. State the objectives of the travel activity and how it relates to a specific goal.

2. How will material learned be utilized.

2023-2024 Overnight Student Travel Per Diem and Group Meals

Amounts on this form need to be filled out PER STUDENT, not total amount for trip.

This form should be submitted for approval 45 days in advance of student travel.

School _____ Group / Department _____ Number of Students Attending _____

Travel Activity _____

Destination: City and State _____

Travel Dates _____

Please fill out the date and amount that each meal will be per student for both group meals and if student will require a per diem for meals.

If meals are included with the hotel stay, event, etc., leave box blank .

Form must be submit with your travel application.

Below is the amount that each student meal can not exceed, per meal, per day.

Meal	Standard Amount	Inside Amusement/Theme Park
Breakfast	\$10.00	\$15.00
Lunch	\$15.00	\$20.00
Dinner	\$15.00	\$20.00

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

Date _____

Meal	Amount
Breakfast - Group	
Breakfast - Per Diem	
Lunch - Group	
Lunch - Per Diem	
Dinner - Group	
Dinner - Per Diem	
TOTAL FOR DAY - GROUP	
TOTAL FOR DAY - PER DIEM	

TOTAL AMOUNT FOR GROUP MEALS PER STUDENT FOR TRIP _____
TOTAL AMOUNT FOR PER DIEM MEALS PER STUDENT FOR TRIP _____

2023-2024 Overnight Student Travel Itinerary

This form should be submitted for approval 45 days in advance of student travel.

School	Group / Department	Number of Students Attending
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Travel Activity

Travel Dates

Please fill out the dates, locations, and activities the student will be participating in and submit with your travel application. *(not to exceed 3 school days absent from school)*

Day 1 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Day 2 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Day 3 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Day 4 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Day 5 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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Day 6 Date: _____

Leave From	Destination	Activity	Notes
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Leave From	Destination	Activity	Notes
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