OUT OF STATE TRAVEL REQUEST FORM

Submit this request for administrative review before making out of state travel arrangements.

REQUEST INFORMATION

School Name PMHMS	**Coach/Sponsor Name** Aiden Steyaert
Team / Sport / Program	**Contact Phone Number** 480-620-1142

TRIP DETAILS

Purpose of Trip provide students a hands-on learning experience	**Event / Competition** PMHMS school trip
Date of Departure May 31, 2027	**Date of Return** June 4, 2027
Departure From PHX	**Destination Location (City, State)** Washington, D.C

FINANCIAL INFORMATION

Estimated Cost per Student $3,011	**Total Estimated Cost for Team / Program** $87,319
Funding Source Parents	**Funding Details / Account Information** World Strides

TRAVEL AND LODGING

Transportation Method(s) BUS, Airplane	**Transportation Provider / Details** TBD
Hotel / Lodging Name TBD	**Number of Rooms Needed** 8
Hotel / Lodging Address TBD	
Chaperone / Coach Lodging Arrangements TBD	

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SUPERVISION AND SAFETY

Names of Supervising Staff / Chaperones

Aiden Steyaert, Ashley Tetreault, Kaide Winter

Emergency Contact Information for the Trip

World Strides (800-468-5899) Aiden Steyaert (660-620-1142)

Safety Protocols / Action Plan in Place

World Strides provides 24hr safety & support during the trip.

ADMINISTRATIVE APPROVAL

For School Board / Administration Use Only

Approval Status *Approved / Not Approved*	**Date of Approval**
Administrator Name / Title	**Administrator Signature**
Comments / Conditions of Approval	

Form completed electronically. Save a copy for department records after approval.