Memo

Date: 11/12/25

To: Dr. Andy Barrett

From: GHS Building Administration

Re: Out-of-state Field Trip Request

Cc: Bonnie Johnson, Tom Rogers, Beni Enas

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Destination/Event: Student Television Network Convention, Long Beach, CA

Date of trip: 3/18/27-3/21/27

Length/time of trip: 4 days

Staff Member: Beni Enas

Group: GTV

# of Students: 3

# of Chaperones (if app.): 1

Transportation: Plane/Rental Car

Total Cost of trip (please complete cost estimate on page 2): 6,493.37

How the trip will be paid for:

Students will be paying for themselves (advisor travel/lodging expenses built into student cost). Students are responsible for their own meals.
Remaining costs (Registration/participation fees and advisor per diem) will be paid for from the GHS budget.

Educational Benefit of trip:

Students will be competing with broadcasting students from around the country in various media contests. There are also media workshops, college recruiters and guest speakers. This is a unique, experience that brings thousands of high school and middle school students in media programs together.

Out of State Trip Estimate Worksheet

Estimate Cost Instructions:

1. Estimate all of the expenses for this trip.
2. Submit the entire form to the building Principal or administrator for approval.
3. Form will be submitted to Superintendent for final approval.

ESTIMATED EXPENSES:

Transportation:
Automobile
Miles:_____ (@ 0.67 per mile) $_____

Plane Fare (coach only) $ 1463.37

Train Fare $_____

Taxi/Limo Fares $_____

Tolls/Parking $ 125.00

Registration/Participation Fees $ 600.00

Lodging $ 3,600.00

Meals:
Breakfast $_____
Lunch $_____
Dinner $_____

Or per diem $ 68

Total Meals $ 275.00

Other Expenses:

Car Rental $ 250.00
Parking at Midway $ 180
_____ $_____

TOTAL ESTIMATE: $ 6,493.37