



HISD OUT OF STATE TRAVEL PROCEDURES



Date of Request: 9-11-25

Include supporting documentation (use reverse side if necessary). Submit all materials to the Principal a minimum of 45 days prior to the field trip.

Educator or Group: Hallsville East 4th grade students

Destination(s): SciPort - Shreveport, LA

Brief Description of the Educational Learning Experience:

Sci-Port offers a wide variety of galleries and exhibits, STEM adventures, IMAX films, Planetarium Programs, and many other engaging visual and hands-on experiences for students

Travel Dates: 10-9-25

What is the total number of days staff will be absent from school? 1

Number of HISD staff who will be absent from school:

127 117-students 10 staff

Challong A.

Christi Satman

Requesting Teacher's Signature

Principal's Signature

Superintendent's Signature of Approval

Board President's Signature

**Hallsville Independent School District
REQUEST TO ATTEND**

RTA Must be approved before any funds are committed.

2023-2024

Instructions: A "Request to Attend" form must be submitted for approval any time a staff member plans to be out of the district on school business. Please indicate transportation (mileage), meals, lodging, registration fees, etc. if applicable. Every completed form must include district/campus budget account numbers for travel expenses. All forms require the signature of the immediate supervisor/principal. **Forms should be submitted at least 30 days prior to the date of event and before any funds are expended.**

Name/Position: Boone Lauren Principal		Date: 09/15/2025
Campus: East Elementary		
Departure Date: 10/09/2025 Time: 8:15 AM	Return Date: 10/09/2025 Time: 3:00 PM	
Name of Conf/Location: SciPort		Shreveport, LA
Have you attended this conference/training before? Yes		If yes, when?
Will Substitute be needed: No		If yes, how many days:
Travelling out of state? Yes		(If yes, Board approval is needed)
School vehicle reserved? Yes		Reservation Form HERE
Students Travel Info Total Number of Students <u>117</u>		Students allowed \$12 per meal
Complete number of meals: Breakfasts: <u>0</u> Lunches: <u>0</u> Dinners: <u>0</u> Total Student Cost for Meals: <u>0.00</u>		
I choose meals to be: N/A-Enter 0 in meal fields		
Employee Meals Advanced - W/NO Receipts- \$40 /Day- \$10 Breakfast, \$12 Lunch, \$18 Dinner		
Meals Reimbursed (at return w/ itemized receipts) \$55 /Day- \$10 Breakfast, \$20 Lunch and \$25 Dinner (Federal Breakfast may not be advanced or reimbursed if funds require reimbursement only) served at hotel for free.		
Complete number of meals: Breakfasts: _____ Lunches: _____ Dinners: _____ Total Cost for Emp Meals: <u>0.00</u>		
Transportation (only if school vehicle is not available) (Mileage for _____ miles)		\$
Rental Car- \$40 a day, unlimited mileage. Mon-Sat Pick-up/drop-off. ***MUST USE over employee reimbursement when cheaper.		\$
Parking - not advanced (can be charged on \$ Travel card)		\$
Hotel Name: (Best value should be considered for the district) List 3 Hotel Options May book hotel after approval		
(1) Hotel Name:	Hotel #1 Total:	Chosen Hotel Total \$
(2) Hotel Name:	Hotel #2 Total:	
(3) Hotel Name:	Hotel #3 Total:	
Registration (attach copy of registration form for the class or conference attending)		\$
Other (Specify) teachers will attend with their students, students will pay for their tickets \$10 each		\$ 1,170.00
Airfare Name: (Best value should be considered for the district) List 3 Airline Options May Book Flight after approval		
(1) Airline Name:	Airline #1 Total:	Chosen Airline Total \$
(2) Airline Name:	Airline #2 Total:	
(3) Airline Name:	Airline #3 Total:	
Estimated Total		\$ 1,170.00
Travel Account Number to be used (Required): 461 E11 6412 00 107 0 11 107		
Person Receiving Check Date: 09/15/2025		
Lauren Boone Campus Principal/Supervisor Date: 09/15/2025		Superintendent Approval Date:
<p>Travel Notes: Reimbursement Checks will be issued for meals and mileage if applicable upon RETURN of the trip with</p> <p>By attending this training, you should be able to gather information to bring back to your department/campus. How do you plan to share the information with your colleagues and teach them what you learned? Please attach a summary.</p> <p>Please attach an explanation of the reason for travel that is directly linked to campus and district plan, along with the benefits and how it ties into TEKS and classroom instruction</p>		