

Student Travel
12/2023

SCHOOL SPONSORED TRIP REQUEST
[See FMG (LOCAL) for Travel Requirements]

In-State Trips

Form must be submitted
15 days prior to trip.

Out-of-State Trips

Form must be submitted
30 days prior to the trip.


DO NOT USE GRAY AREA

School Bus ☐ Charter Bus ☐ Air ☒
Overnight No ☐ Yes ☒ If yes, how many nights 5

Date of request:	7/8/2024
Campus Name:	GPCI @ Kennedy MS
Requested by:	Diane Day
Contact number:	CAMPUS NUMBER 9722375422
	CELL NUMBER 2142889785
Purpose of trip/Event(s) to be Attended:	Skills USA National Officer Training
Educational Relevance:	Student ran for a national officer position and was elected at the National Leadership Conference during June 22 - 28, 2024 in Atlanta, GA
Number of Students:	1
Names of Chaperones: If non teacher chaperones are attending, they MUST have background check approval prior to travel.	Sarah Teubner
Funding Source:	CTE
Departure Date:	August 20, 2024
Departure Time:	8:00 AM
Departure Location:	DFW Airport
Destination Name:	SkillsUSA Headquarters, Ashburn, VA
Destination Address: (PHYSICAL)	20365 Exchange Street Suite 350,
	CITY & STATE Ashburn, VA
	ZIP CODE 20147
Return Date:	8/24/2024
Arrival Time Back to Campus:	3:00 PM
Return Departure Pickup Location:	DFW Airport
Special Instructions:	
Total Round Trip Miles:	
Transportation needed at the event?	No <input type="checkbox"/> Yes <input type="checkbox"/>
SPED Bus Needed?	No <input type="checkbox"/> Yes <input type="checkbox"/> # of Students <u> </u>

FOR OFFICE USE

Account Code:	
Estimate/Bid cost:	
Trip Number:	

<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Felicia Layno <small>Digitally signed by Felicia Layno Date: 2024.07.08 15:53:53 -0500</small> / 7/8/24 Principal /Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied Aniska Douglas <small>Digitally signed by Aniska Douglas Date: 2024.07.08 16:00:33 -0500</small> / 7/8/2024 Area Supt. Or Program Director / Date	<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Denied  / Supt. or Asst. Supt. Of Admin/Date
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After principal approval or denial, forward a copy to the Area Superintendent
FINE ARTS MUST SEND TO SABRINA GARCIA FIRST FOR FA APPROVAL