

CROSBY INDEPENDENT SCHOOL DISTRICT
Student Overnight Travel Approval Form
2020 - 2021

This form is to be used to request approval for overnight student travel. Employees/Coaches/Sponsors must receive prior approval (from the Board of Trustees) for travel expenses *PRIOR* to incurring any costs.

A Trip Information

Student Group: Star Stepper Dance Team

Campus: Crosby Middle School

Sponsor Name (for meal money) : Jennifer Godoy

B Trip Information

Destination (City/State): Splashway Campground & Water

Purpose of Travel: End of the Year Celebration and Leadership Workshop

Number of Coaches/Sponsors Traveling: 2

Number of Students Traveling: 34

Travel Dates/Times:

Leave Date: May 7th Time: 10:00 AM

Return Date: May 8th Time: 8pm

C Travel Expenses

Registration

20 -per student

Acct #:

paid by boosters / student

Vendor: Splashway waterpark

Lodging

25 per student

Acct #:

paid by Booster & fundraising efforts

Vendor: Splashway Water Park

Number of Rooms: 8 cabins

Bus Rate*

\$ 1,298.00

Rental Car

\$ -

Gas

\$ 190.40

Parking

\$ -

Airfare

\$ -

Mileage*

\$ -

Sponsor Meals

\$ -

Student Meals

\$ -

*Other

\$ -

Student Meal Rates

\$5 / \$8 / \$10

Sponsor Meal Rates

\$6 / \$9 / \$12

*Bus Rates:

Regular Education

\$3.82

Special Education

\$3.90

*Current Mileage Rate:

\$0.56/mile

TOTAL ESTIMATED TRAVEL COST

\$ 1,488.40

*Other Explanation:

meals are included and paid by boosters. Only using Dance Budget for

D Pre-Travel Approval Signatures

Employee/Sponsor: JENNIFER GODOY

Date: February 21, 2021

Principal/Director:

Date:

For Finance/Business Services Use Only

Board Approval Received?

Yes _____

No _____

Approval Date:

Revised 11/10/2020