

Transportation

You may not use personal vehicles at any time on the trip. All drivers must have completed a Type III vehicle check through the District Office. This process can take 10+ days, so please plan ahead.

Mode of Transportation	How Many Will Be Used?
District-Owned Vans	
First Student Vans	
First Student Buses	
Other Contracted Vans	
Other Contracted Buses	1
Airplane	
Other (Describe)	

Round-Trip Miles of Driving To/From Destination: 272 total miles

Lodging

All student groups are required to stay in a hotel unless there is a bonafide non-monetary reason for not staying in a hotel (for example, the trip features a canoe trip sponsored by the Environmental Learning Center). Personal cabins are not allowed. Chaperones may not stay in the same room as a student unless the chaperone is the parent of the student.

Name of Hotel	City and State	Dates of Stay
Holiday Inn St. Cloud	St. Cloud, MN	5/5-5/6

Financial Information

If the trip is related to a student activity fund, what is the current fund balance? 6071.91



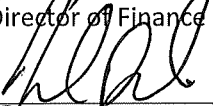
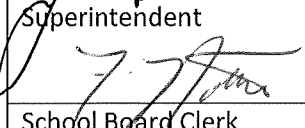
Check with the Director of Finance, Operations, and Human Resources to verify estimated transportation costs. Use \$125/teacher/day for substitute costs.

Estimated Costs	Cost	District Pays?	Student Activity Fund Pays?	Students and Parents Pay?	Chaperones Pay?	Others Pay?
Transportation			1500			
Student Lodging	115.31			115.31		
Chaperone Lodging					115.31	
Student Meals	20			20		
Chaperone Meals	20				20	
Registration						
Substitute Teachers	62.5	62.5	0	0	0	0
Other						
TOTAL	217.81	62.5	1500	135.31	135.31	

Comments about Financial Information:

Student- Athletes will be able to earn room payment through our fundraiser.

Review and Approval

Position Signature	Date	Approved	Approved with Stipulations	Denied	Need More Information
Activities Director 	2/20/23	X			
Principal 	2/20/23	X			
Director of Finance 	2/21/23	X			
Superintendent 	2/21/23	X			
School Board Clerk					

Stipulations or Information Needed:
