ATHLETIC TRAVEL REQUEST

Name of Staff Traveling: *Greg Hockmuth* ~~BOYS VARSITY BOWLING~~   Today's Date 1/14/14

Building: Choose School *HHS*   Grade(s): *9-12*   Sport: *BOYS BOWLING*

Traveling to: *FAIRVIEW HEIGHTS, IL*   Travel Date(s): *1/31 - 2/2*

Address: *5950 OLD COLLINSVILLE RD, FAIRVIEW HEIGHTS, IL*

Number of Students Competing: *TBD*   Number of Students Traveling: *TBD*

Event: *STATE FINALS*

Please list any special needs (i.e. medication, wheelchairs) _____

If there are medication needs, describe and explain how those needs will be met _____

TRANSPORTATION INFORMATION

_____ Harlem School Buses (# Needed)

___1___ Van (# Needed) *Van or Bus depending on how many qualify*

_____ Contracted Bus (# Needed)

_____ No Transportation Needed

(Note: Directions/parking information must be provided to transportation office one week before trip date.)

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BY: *RC*

Is this an overnight trip?   Yes ⊗   No ○

Time Event Begins *08:00*   Estimated Travel Time *5 HOURS*

Time of Departure From School *5:00*   Date *1/30/14*

Time of Departure From Travel Site *08:00*   Date *2/2/14*

Estimated Return Time to School *5 HOURS*

1. **Be sure to list all costs per student**   2. **How the trip is being funded**
3. **Describe plan for students with fee waivers.**

1. Trip Cost Per Student

Admission $ *0*   per student
Meals $ *60*   per student
Lodging $ *50*   per student
Other $ *0*   per student

(Explain _____)

Total Cost $ 0.00   Per Student
110.00

2. How is the Trip Being Funded

Student/Parent $ _____
Athletic Budget $ *880*
Other $ _____

(Explain _____)

Total Funding $ *110*   Per Student

3. Describe the plan to ensure funding source for students with fee waivers

Athletic Budget

The Athletic Student Travel Plan **MUST** accompany this completed request.

Approve X   Disapprove _____

[signature]   1/14/14

Athletic Director   Date
(signature signifies that appropriate guidelines have been followed)

Approve _____   Disapprove _____

Assistant Superintendent   Date

Approve _____   Disapprove _____

Director of Transportation   Date

Revised 9/2012