



Field Trip/Out of Town Travel Request Information for the School Board and Agenda Request

1. Group or organization making the travel request:

2. Date of travel: _____

3. Purpose of the trip/event being attended: _____

4. Number of students attending: _____

5. Is overnight stay required? Yes No

If so, what are the arrangements? _____

6. What is the cost for the event and how are the expenses being
covered? _____

7. How many chaperones are required and who will be chaperoning?

8. Is school bus transportation required? Yes No