

Memo



Date: 12/2/24
To: Dr. Andy Barrett *AB*
From: GHS Building Administration
Re: Out-of-state Field Trip Request
Cc: Bonnie Johnson, Tom Rogers, Beni Enas

The following information pertains to a request made by a GHS faculty member and club sponsor to attend an event outside the State of Illinois:

Destination/Event: Student Television Network Convention, Tampa Bay, Florida

Date of trip: 2/28/25-3/4/25

Length/time of trip: 6 days

Staff Member: Beni Enas & Andy Cozzi

Group: GTV

of Students: 5

of Chaperones (if app.): 2

Transportation: Plane/Rental Car

Total Cost of trip (please complete cost estimate on page 2): \$12,418.90

How the trip will be paid for:

Students will be paying for themselves (advisor travel/lodging expenses built into student cost). Students are responsible for their own meals. Remaining costs (Registration/participation fees and advisor per diem) will be paid for from the GHS budget. Total student cost = \$11,508.04

Educational Benefit of trip:

Students will be competing with broadcasting students from around the country in various media contests. There are also media workshops, college recruiters and guest speakers. This is a unique, experience that brings thousands of high school and middle school students in media programs together.

Out of State Trip Estimate Worksheet

Estimate Cost Instructions:

1. Estimate all of the expenses for this trip.
2. Submit the entire form to the building Principal or administrator for approval.
3. Form will be submitted to Superintendent for final approval.

ESTIMATED EXPENSES:

Transportation:

Automobile

Miles: _____ (@ 0.67 per mile) \$ _____

Plane Fare (coach only) \$3,174.22 _____

Train Fare \$ _____

Taxi/Limo Fares \$ _____

Tolls/Parking \$25.00 _____

Registration/Participation Fees \$875.00 _____

Lodging \$6,900.80 _____

Meals:

Breakfast \$ _____

Lunch \$ _____

Dinner \$ _____

Or per diem \$68x2 _____

Total Meals \$816.00 _____

Other Expenses:

Car Rental _____ \$368.68 _____

Parking at Midway _____ \$180 _____

_____ \$ _____

TOTAL ESTIMATE: \$12,418.90 _____