

# Centralia School District

## Travel Request for Students, Clubs, Overnight Trips

Pre-approval from the Board of Directors is required for any overnight stay, beyond a 300-mile radius, or out of state travel (including Portland). This travel request must be submitted to the Superintendent, with supervisor's signature, at least seven (7) days prior to the Board of Director's Meeting.

Person(s) initiating travel request:

Class or club involved (i.e. DECA, Band, Biology):

Destination:

Date(s) of travel (note departure/return time):

Reason for travel:

What is the ultimate goal of this experience:

Mode of travel (i.e. district vehicle, bus, air):

Type of lodging (i.e. hotel, gym, private home):

Number of students participating:

Ratio of students to chaperones:

Note: If a bus or van is needed, a "Request for District Vehicle" form still needs to be submitted to Transportation.

List names of chaperones:

Estimated cost to district:

General Fund       A.S.B. Fund       Grant Monies

Estimated cost to student(s):

Check if fundraisers will help defray cost to students

Date submitted:

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Supervisor's Approval \_\_\_\_\_ Date \_\_\_\_\_

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Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

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Date Board Approved (needed if overnight, or beyond a 300-mile radius, or out of state) \_\_\_\_\_ Date \_\_\_\_\_