



Administrative Form 5306
TRAVEL REQUEST FORM
Day, Overnight, Out-of-State and International Travel
(District Sponsored)

Responsible: Office of School Performance

PROCESS

1. Refer to Administrative Manual 5310, Student Travel Procedures Manual, for specific instructions related to student travel – field and activity trips.
2. This form must be submitted for all school/District-sponsored day, extended day, overnight and international student travel, and includes travel for curricular, co-curricular and extra-curricular activities.
 - a. For the purposes of this form, the Donner Lake area is considered in-state travel.
3. Trip approval for school/District sponsored travel must be requested from the Principal pursuant to the following deadlines:
 - a. For day and extended day trips, requests should be made at least eight (8) weeks in advance.
 - b. For overnight trips, requests should be made at least at least twelve (12) weeks prior to the trip. Overnight travel must be approved by the Area Superintendent in the Office of School Performance
 - c. For international travel, requests should be made at least six (6) months in advance. International travel must be approved by the Area Superintendent and the Deputy Superintendent.
4. This form shall be used to explain itinerary; special events; fund-raising activities; meal and housing provision; any benefits to adult supervisors beyond transportation, lodging, and food; and other pertinent information.

5. Please complete:

TRIP TITLE: _____
___ Day ___ Extended Day ___ Overnight ___ International

Staff Member Leading Trip: _____

School/Organization: _____

of Classes/Groups/Teams: _____

of students participating: _____

Destination (city/country): _____

Departure Date and Time: _____

Return Date and Time: _____

Number of Teachers/Staff/Coaches _____; Number of Parents/Guardians/Volunteers _____

TRIP TITLE: _____

DETAILED INFORMATION

Explain the itinerary; special events; fund-raising activities; meal and housing provisions; any benefits to adult supervisors beyond transportation lodging and food; and other pertinent information.

Itinerary: (What is the overall plan for this trip?) if necessary, attach detailed itinerary

Special Events/Activities (Examples: parades, concerts, camping, competition/tournament, etc.)

Fund-Raising Activities (Describe how/when/where fundraising for this trip will happen and how you will ensure no student will be denied participation due to lack of funds.) Note: Use of a fundraising organization must be approved by the Purchasing Department.

TRIP TITLE: _____

Meal and Lodging Provisions:

Are you using an Educational Travel Provider or travel agent to plan this trip?
 Yes No. If yes, provide name of agency and contact information

Other Pertinent Information, to include telephone numbers where all staff and other chaperones can be reached during this trip:

TRIP TITLE: _____

REVIEW AND APPROVAL

Staff Organizer	Signature	Date
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Approval(s): (Principal of each participating school must sign.)

Principal	Signature	Date
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Area Superintendent (for overnight travel)	Signature	Date
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Deputy Superintendent (for international travel)	Signature	Date
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