

MPS STUDENT ACTIVITY EXPENSE APPROVAL

Check one: In-State Single Day Out of State/Overnight

Complete form for ALL travel w/students and/or an event w/students Needing a Substitute to be paid from StuAct funds

Is this an increase request from an existing approval #? YES NO

*This form is a *guesstimate* of ALL trip expenses, aim high, does not encumber funds* EXPENSE APPROVAL # _____
(Initial approval # assigned by the StuAct Department)

SCHOOL: _____ Date Received: (Entered by school travel secretary) _____

STUDENT GROUP TRAVELING: _____ TRIP/ACTIVITY EVENT: _____

Certified Employee Supervising the trip/event/activity: _____ Contact Ph # _____

ALL TRAVEL REQUIRES A TRAVEL PACKET TRAVEL PACKET IS COMPLETED AND SUBMITTED TO TRAVEL SECRETARY: YES EVENT N/A

Will a Parent Group (i.e. PTO, Boosters etc.) help fund trip expenses? YES Amount: _____ NO

Parent Group Contact Name: _____ Contact Ph# _____

What account will the Parent Group deposit monies into? _____
Per MPS Board Policy all monies need to be deposited into a club or gifts and donation account

Are you using a Travel Agency? YES Agency Name: _____ NO

Agency Contact Name: _____ Contact Ph# _____

How many payments are required? _____
Reminder: Payments cannot be made directly to a vendor. Collect monies, keep your log, and make a lump sum payment at each due date. Do not request multiple invoices, by student name, for each payment received.

PAYMENT DUE DATES

Parent/Stu Due Date: _____ Amount: _____ Vendor/Travel Agency Due Date: _____ Amount: _____
Parent/Stu Due Date: _____ Amount: _____ Vendor/Travel Agency Due Date: _____ Amount: _____
Parent/Stu Due Date: _____ Amount: _____ Vendor/Travel Agency Due Date: _____ Amount: _____

Date of trip/activity/event: FROM _____ TO _____ Destination: _____

Funds (select all) ECA CLUB Other _____
If "other" did you check if funds are available?
Is "other" paying for STUDENT ADULT

IF AIA,AMEA,ABODA,WGAZ OR AZMBA IN STATE TRIP ONLY. DO YOU NEED
Gas Card Substitute

TRIP/ACTIVITY ACCOUNT #(S): _____

Number of Students _____ Number of MPS Employees _____ Number of Non-MPS Employees _____

Chaperone includes all MPS Employee's (i.e. teachers) AND Non-MPS Employee's (i.e. parents). Note that the elementary required chaperone/student ratio is 1:10, Secondary is 1:15. If at the time of your trip, your student #'s change, your chaperones #'s should match that change. All non-required chaperones will need to pay their own expenses into a club account or at the door.

TOTAL COSTS FROM ALL SOURCES: COST PER STUDENT: \$ _____ COST PER ADULT/CHAPERONE: \$ _____

TRANSPORTATION COSTS \$ _____ (bus, rental vehicle, taxi, gas, parking fees) Account # _____ / Account # _____	HOTEL/MOTEL COSTS \$ _____ Account # _____ / Account # _____
MEAL COSTS \$ _____ <i>Reminder: request for meal limits using ECA or Athletic funds are: \$10.00 Breakfast, \$14.00 Lunch, \$21.00 Dinner</i> Account # _____ / Acct # _____ The employee <u>must</u> pay for his or her own meals for travel within a 50 mile radius from school site	ADMISSION/REGISTRATION COSTS \$ _____ Account # _____ / Account # _____ Are you receiving complimentary admission passes? Yes No If yes, How many? _____ <i>Complimentary passes can only be used on the required chaperone ratio. Any additional passes will need to be applied to the student admission costs.</i>
SUB COSTS \$ _____ (Please note: \$107.65 per full day x day(s) needed) Acct # _____ \$ _____ / Acct # _____ \$ _____	

TOTAL Expected Cost Of Trip/Activity/Event: \$ _____
Don't forget to complete the travel req for PO's & Cash Envelopes needed for your trip

Date of Superintendent's approval IF overnight & Out-Of-State _____

AUTHORIZING SIGNATURES

SIAC Min Date _____
(General ECA 8002 and/or Overnight & Out-of-State Travel)

Student Club Officer: _____ Student Council Officer: _____

Club/Sponsor Advisor: _____ Student Council Advisor: _____

Club Sponsor Phone #: _____ StuCo Meeting Minutes Date: _____

ADMINISTRATOR SIGNATURE: _____ DATE: _____

Note: Trips using ECA accounts will ALSO need an approved club account for addit'l expenses that may not be ECA allowable.

GIVE COMPLETED FORM TO YOUR PRINCIPAL SECRETARY (elementary) OR STUDENT ACTIVITIES SECRETARY (jr & sr high school)