

FORMS TO BE COMPLETED FOR OPTIONAL STUDENT TRAVEL

COMPLETE A TRAVEL PACKET FOR: <i>(InState/Single Day, Travel Packet stays at school site office.</i> <i>Overnight and/or Out of State Travel Packet is sent to your area superintendency for approval)</i>	COMPLETE STUDENT ACTIVITY EXPENSE APPROVAL FORM IF: <i>(Estimated total cost of trip with all approvals needed. If costs exceeds estimated approvals an increase will need to take place using this form)</i>	COMPLETE STUDENT ACTIVITIES TRAVEL REQUISITION FORM WHEN: <i>(When expense approval # is issued then the request for a Purchase Order and/or Cash envelope can be entered. Only the admin's approval is needed on this form)</i>	COMPLETE STUDENT ACTIVITIES REQUISITION FORM IF: <i>(Can be used for travel purposes when a snacks/food are requested for a district scheduled athletic event)</i>	<u>IN-STATE/SINGLE DAY TRAVEL</u> 30 days prior to trip date – completed travel request with all approvals <u>OVERNIGHT and/or OUT OF STATE TRAVEL</u> 90 days prior to trip date – completed travel request with all approvals (reminder, needs SIAC, Admin and Area Superintendency approvals)
				ALL optional student travel with travel costs (includes student activities and other department funds)
				ALL optional student travel, no costs (1.not required, 2.curricular or extracurricular purpose, 3. Provided and/or arranged by district employee)
				District Athletic SCHEDULED games/season, snack/food request using a cash envelope or purchase order
				AIA Invitationals/Tournaments (Note, travel packet can be completed for; in-state invitationals/tournaments during season, list all dates and locations)
				AIA Invitationals/Tournaments – in-state, expenses (i.e. registration, meals etc.) per event
				Band/ROTC traveling to District Athletic Scheduled games - travel packet not required. For snack/food request using a cash envelope or purchase order
				Athletic off-campus PRACTICE (i.e. golf (driving range), baseball/softball (batting cage), cross country (park) Note: packet can be completed for season, from: date to: date and specify practice day(s) Cash envelope or PO can be requested using the student activities requisition for food/snacks
				AMEA/ABODA/WGAZ/AZMBA - Purchase order request for Registration only to same vendor, list event dates
				FFA Travel (per trip/event)
				ROTC Travel (per trip/event)
				Club Sponsor for substitute expense setting up a student activity event
				All optional student travel walking field trip, snack/food request using a cash envelope or purchase order