



**OPTIONAL STUDENT TRAVEL  
STEPS FOR OVERNIGHT and OUT-OF-STATE TRIPS**  
Must be approved 3 to 4 months before trip

**Optional Student Travel Means:**

- Is not required of any student
- Is for a curricular or extracurricular purpose
- Is provided by the district or arranged under the direction of a district employee acting in his/her official capacity

**REMINDER: Fundraising activities and ECA collection can BEGIN ONLY after final trip approval**



# OVERNIGHT and OUT-OF-STATE TRAVEL

## FOLLOW STEPS 1-16

**STEP 1.** Prior to completing this packet, the District Employee who is organizing the travel must READ [MPS Governing Board Policy IICA](#). ALL steps in this packet must be reviewed and applicable forms completed.

**STEP 2.** [PURCHASING INFORMATION FORM](#)

Purchasing Information Form **IF** trip is greater than \$9500

Complete the "Purchasing Information Form" **IF** the total cost of the trip is **greater** than \$9,500. **IF** the total cost is **less** than \$9,500 proceed to step #3.

*\*This form does **NOT** need to be sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet.*

**STEP 3.** [Parent Support Survey - English](#)

Parent Survey

[Parent Support Survey – Spanish](#)

Parent/Legal Guardians must be surveyed to determine interest by completing the Parent Support Survey. *\*This form does **NOT** get sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet. Parent Support Surveys need to be kept on file for 1 year after trip date.*

**STEP 4.** [Optional Student Travel Packet for Admin Approval- Overnight/Out-of-State Travel Packet \(5 pgs\)](#)

TRAVEL PACKET

SIAC review

Principal/Unit Administrator Approval

The District Employee organizing the trip is responsible for obtaining approval from SIAC, Principal, Area Superintendent and Governing Board if applicable at least 3 months prior to the travel by completing and submitting the "Optional Student Travel request for overnight/Out-of-State Travel", attach applicable documents, i.e. itinerary & brochures.

At the time of approval, it is understood the number of students and/or chaperones are estimates, along with the actual substitutes needed. Trip organizers are responsible for providing finalized numbers, names of those attending and changes to lodging/transportation. Complete "Finalizing Your Trip" Step#5

**STEP 5.** [Finalizing Your Trip](#)

Finalizing Your Trip

Send to Superintendent no later than 1 month before the trip (even if there are no changes)

If your student #'s change, the required payment for chaperones need to reflect that change. Non-Required chaperones must pay own expenses (not through ECA funds)

**STEP 6.** [Student Activities Expense Approval](#)

Student Activities Trip Expense Request

**NEW FORM – This form will have ALL your trip information and all necessary approvals.**

Send to Student Activities Department before Purchase Orders are requested

*\*This form does **not** need to be sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet.*

*\*[Need help completing form? SAMPLE-Trip Expense form w/Travel Requisition](#)*

**STEP 7.** If a classified employee is going on the trip, complete either step 7a or step 7b

Worksheet For Classified Employee

[STEP 7a: If applicable – Worksheet for Classified Employees being paid](#)

[STEP 7b: If applicable – Certification of Classified Employees Volunteering](#)

**This form must be completed for any classified employee going on the trip, including any trip scheduled during a school break or the summer.**

*\*This form does **not** need to be sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet.*

You will be notified via e-mail by your Area Superintendent if the travel request has been approved. If the travel request is denied you will be notified by the person denying the request. Trips are not permitted unless all approvals have been obtained

**\*\* AFTER NOTIFICATION OF TRIP APPROVAL, COMPLETE ALL TRAVEL PLANS FOR THE TRIP- STEPS 8-16\*\***

**AT THIS POINT FUNDRAISING REQUEST AND REQUESTS FOR ECA DONATIONS CAN BEGIN AND TRIP INFORMATION CAN BE SET UP ON WEBPAY FOR ONLINE PAYMENTS.**

**STEP 8.**

Fundraising Request  
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Student Activities Requisition

Fundraising-Complete the google questionnaire. Contact your Student Activities Secretary for the link access, which is a site specific google doc. – this does require approval by the School Administrator and your student council.

[Student Activities Request Form](#) – Submit PRIOR to beginning the fundraising activity.

By doing so this will help eliminate any “after-the-fact” purchases.

Give completed form to the Principal’s Secretary (for elementary schools) or the Student Activities Secretary (for junior/senior high schools).

**STEP 9.**

WEBPAY FORM  
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ECA/CLUB Trip Payment Form

[WebPay Form-Online Set-up](#)

Send completed form to the Student Activities Department for the online payment set-up in WebPay.

[ECA/CLUB Trip Payment Form - English](#)

[ECA/CLUB Trip Payment Form - Spanish](#)

Send this form home with the [Parent/Guardian Permission Form](#) if the trip is ECA qualified. ECA donations should not be solicited for field trips less than \$20 per person. If the trip is less than \$20 per person, all monies should be deposited into a club account. REMINDER the tax credit limit is \$200 for single, \$400 for married, make sure additional student trip monies that exceed those amounts are deposited into a club account. All adult/chaperone monies must be deposited into a club account.

**STEP 10.**

SmartFind Express  
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SUBSTITUTE EXPENSE Google Link Information

If a substitute teacher is needed, call SmartFind Express (SFE) at 480-498-6558

<https://mps.eschoolsolutions.com/logOnInitAction.do>

SUBSTITUTE EXPENSES: Complete the [Substitute Google Link](#), provided by the Student Activities Dept. You will receive the Link, along with the “Expense Approval#” from the Student Activities Dept once your “Student Activity Expense Approval” form has been received noting that a sub is needed. The “Expense Approval #” is required when entering the information for your substitute expense.

**DO NOT** Complete the “Link” if travel is AIA< ABODA, AMEA, WGAZ or AZMBA

**IMPORTANT:** You will still need to request your sub through SmartFind Express.

**STEP 11.**

Bus Request

[BUS REQUEST FORM](#) (if applicable)

Complete a “Bus Request” form if a district school bus or charter bus is needed at least 4-6 weeks in advance. It is your responsibility to inform the school secretary and the transportation department if a bus needs to be cancelled. Be sure you know the cancellation policy when requesting a bus. You will be subject to paying for the bus if it is not cancelled. For more information; Call x20164 or [http://www.mpsaz.org/transportation/field\\_trips/](http://www.mpsaz.org/transportation/field_trips/) Select “How To Have A Great Field Trip”. Give the bus request to the principal’s secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools) and verify with them which funds are available to pay for the bus. Reminder when using ECA funds for the bus expenses the trip must be an educational activity. The secretary will then electronically request the bus using OBARS.

*\*This form does **not** need to be sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet.*

**STEP 12.**

Student Activities Travel Requisition form 525/526/850 funds

[STUDENT ACTIVITIES TRAVEL REQUISITION](#) – using funds 525,526,850

Complete the “Student Activities Travel Requisition” form to request a Purchase Order, Purchase Order increase and/or cash envelope for the needed trip expenses. (all expenses should equal the StuAct Trip Expense Request form along with all the necessary approvals. [see step 6]).

**If Department funded such as CTE, Performing Arts, or any other District Department, contact that appropriate Department for PO Requests for those trip expenses.**

*\*[Need help completing form? SAMPLE-Travel Reqs \(PO&CE\)](#)*

**STEP 13.**

Chaperone Responsibilities Form

**CHAPERONE RESPONSIBILITIES FORM**

As a certificated employee who will be supervising the travel activity, You must ensure that ALL chaperones, which include teachers, classified employees, student teachers, administrators, parent/legal guardians and other approved volunteers need to be given/sign and return the “Chaperone Responsibilities” form to you. Chaperones Responsibilities forms are to be retained by the school a minimum of 12 months after the trip has concluded.

[Chaperone Responsibilities-English](#)

[Chaperone Responsibilities-Spanish](#)

Any volunteer chaperones who are not listed above need to be age 21 or older and complete the District requirements in order to be approved as a volunteer. Select the Link for the District requirements.

<http://www.mpsaz.org/volunteer>

*\*These forms does **not** need to be sent to your Area Superintendent with the "Optional Student Travel Packet for Admin Approval-Overnight/Out-Of-State Travel packet.*

**STEP 14.**

Parent/Guardian Permission Form w/Medical Treatment Authorization English & Spanish forms  
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Sr High Athletic Parent/Guardian Permission Form

**PARENT/GUARDIAN PERMISSION FORM WITH MEDICAL TREATMENT AUTHORIZATION**

Written permission is needed from parents/guardians before a student may participate in a trip. Permission forms are to be retained by the school a minimum of 12 months after the trip has concluded.

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Elementary/English](#)

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION–Secondary/English](#)

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Elementary/Spanish](#)

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION– Secondary/Spanish](#)

[SR HIGH ATHLETICS PARENT/GUARDIAN PERMISSION FORM](#)

Use “Sr High Athletics Parent/Guardian Permission” form if “Permission for Medical Treatment Card” is already on file.

**STEP 15.**

Communication

**Communicate travel plans to all others who have a need for this information.**

- Make arrangements with the cafeteria for lunch well in advance.
- Notify health office; request first aid kit and a list of students who may need medication.
- When a student will require diabetic services during the trip, remember to make prior arrangements with the parent/health office.
- Advise the school office (for elementary schools) or the bookstore (for secondary schools) if entrance fees or other funds are to be collected for the trip.

**STEP 16.**

Day of Trip

**On the day of the trip:**

Submit a final list to the school office showing which students are going on the trip, which are absent, and which are remaining at school. Remind the school office of the travel destination, times, emergency contact numbers, etc.

Bring along the following forms:

**Chaperone Responsibilities (step 13)**

**Parent/Guardian Permission Forms (Step14)**

- Confirm that parents have provided medication and/or special medical equipment needed by students during the trip. Make sure you are familiar with district policy [JHCD](#) & [JHCD-R](#)
- Bring first aid kit, cell phone and a cooler and water if needed.

**If you have questions, call your school office for assistance.**