

**EXTENDED TRAVEL REQUEST
DAVIS SCHOOL DISTRICT**

School: <input style="width:95%;" type="text"/>	Date of Request: <input style="width:95%;" type="text"/>
Group requesting trip: <input style="width:95%;" type="text"/>	Number of students in group: <input style="width:95%;" type="text"/>
Instructor(s): <input style="width:95%;" type="text"/>	
Destination: <input style="width:95%;" type="text"/>	Departure Date: <input style="width:95%;" type="text"/>
	Return Date: <input style="width:95%;" type="text"/>
Reason for trip: <input style="width:95%;" type="text"/>	Number of days students will be absent: <input style="width:95%;" type="text"/>
Method of travel (to and from destination and at location): <input style="width:95%;" type="text"/>	
Adults who will be accompanying group: <input style="width:95%;" type="text"/>	Ratio of Students to Adults: <input style="width:95%;" type="text"/>
Last time this group traveled out-of-state, include date and destination: <input style="width:95%;" type="text"/>	
Describe the educational value of this trip. Can the educational value be met in any other way? <input style="width:95%;" type="text"/>	
Cost per student \$ <input style="width:95%;" type="text"/>	Insurance coverage: <input style="width:95%;" type="text"/>
Signature of Sponsoring Instructor: <input style="width:95%;" type="text"/>	
Signature of Sponsoring Principal: <input style="width:95%;" type="text"/>	
FOR DISTRICT USE ONLY	
Signature of School Director: <input style="width:95%;" type="text"/>	Reason(s) for rejection: <input type="checkbox"/> Parent Survey missing <input type="checkbox"/> Exceeds District Allotment <input type="checkbox"/> Other _____
DATES: Received: _____ Authorized: _____ Rejected: _____	

Attach copy of parent survey results, a detailed cost breakdown, and a trip agenda