



ST. Martin Parish School Board

Field Trip Request

Request for Out of Parish Travel for Field Trips

Note: Superintendent MUST approve all fieldtrips prior to travel.

* A copy of this approved form must be attached to all POs for any expenses to be paid prior to travel (lodging, registration, etc.)

* The **original** form must be submitted to the Superintendent with a complete Travel Expense Reporting (TERF) form by the 7th day after the end of the month of travel for the actual expenditure to be reimbursed.

Example if you travel 8/1/09 then TERF and this form with all approvals is due to the Superintendent by 9/7/09

* **A copy of the conference agenda/brochure must be attached to this form before approval will be considered.**

Trip Information

Departing: _____ on _____ at _____ a.m. _____
(city) (Date) (Time) p. m. (Destination)

Returning to: _____ on _____ at _____ a.m. _____
(city) (Date) (Time) p. m. (Destination)

Purpose of Travel: _____

List of Teachers/Chaperones

_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Name	Signature
_____	_____
Name	Signature

Approvals

Approved By: _____
(Principal Signature/Date)

(Supervisor Signature/Date)

(Director Signature/Date)

Superintendent's Approval

Permission Denied: _____ Reason: _____

Permission Granted: _____

(Superintendent Signature/Date)