

Workflow for Submitting Overnight / Extended Trip Requests

Domestic or Foreign Tours, or Overnight and Extended Trips that travel in excess of 150-miles each way during the school year will need to complete both Conditional and Extended Trip forms. Submit paperwork as soon as you are aware that the trip will be taking place. All paperwork for Final Approval needs to be submitted no later than two weeks prior to the trip departure date. Any third party providing services, i.e. bus or hotel, that requires a signature and / or accepting terms & conditions, must follow the contract procedure outlined in the [contract toolkit](#).

Before submitting any requests, verify that 1) any volunteer paperwork has been completed, 2) any staff member transporting students has their information up to date, and 3) any contracts for the trip have followed the Contract process. All information and forms can be found on the [MMSD-Sponsored Trips website](#).

Fill out [Conditional Request form](#) and submit

Once approved, complete and submit final trip request: [Extended Trip Request Form](#)

Athletic Trips to complete and submit this final trip request: [Athletic Trip Request Form](#)

Send your final completed request to:
East & La Follette feeders - Roxanne Amundson
Memorial & West feeders – Julie Dittmann

Julie and Roxanne review and either ask follow-up questions or submit for final approval

Legal Department
Review and
Approval

Chief of School
Operations Review
and Approval

Superintendent
Review and
Approval

Final approval
confirmation e-mail
sent to trip coordinator
and school secretary