

Procedures for Trip Requests

If you are taking a student field trip, please complete a **Trip Request Form**. If the trip is taking students **out of state** and/or **overnight** please note this on the Trip Request Form so it can be placed on the next month's board agenda for **approval**. If the trip you are planning requires purchases of tickets, meals, hotels, etc. or requires you to be away from work complete the **Trip Related Professional Leave & Expenses** portion of the form. Please send completed form to your school bookkeeper to get required permission and to send to the board office.

For trips that are staff only and don't require a bus, please use the **Professional Leave Form**.

If any trip involves the use of a board vehicle, note this on the form and please call central office to reserve. A call to the bus garage will be needed for use of their Suburban.

Please remember that all forms need to be submitted in a timely manner, except only in emergency, to make the process flow correctly.

All forms are available from your school bookkeeper or can be found on the Bath County School website under District Forms & Links.