



Los Alamos Public

**OUT-OF-STATE  
OUT-OF-COUNTRY  
STUDENT TRAVEL REQUEST FORM**

Out-of-State Travel (3 months notice in advance)

Out-of-Country Travel (Six months notice in advance)

From School:

To:

Number of Students Involved:

Trip Sponsor:

Students departing from Los Alamos at (time)

on (date)

Students returning to Los Alamos at (time)

on (date)

Rationale for travel: Written proposal attached: Yes  No

Transportation to Be Used (Check all applicable)

School car: Yes  No

School bus: Yes  No

Airplane: Yes  No

Other (specify)

Note: If student is traveling by airplane, parents must provide transportation to and from airport unless school provides additional bus transportation.

Funding Sources (Check all applicable)

Operational: Yes  No

Activity: Yes  No

Booster: Yes  No

Other (specify)

Tour company/Travel Agency/Tour Guide:

I certify that this trip is not promoted by a commercial interest for profit and that no trip sponsor or chaperone is receiving any form of compensation from any outside interest, firm or organization.

Submitted by: \_\_\_\_\_ Date: \_\_\_\_\_

Principals signature: \_\_\_\_\_ Approved  or Denied  Date: \_\_\_\_\_

Superintendent signature: \_\_\_\_\_ Approved  or Denied  Date: \_\_\_\_\_

OUT-OF-COUNTRY

School Board

President signature: \_\_\_\_\_ Approved  or Denied  Date: \_\_\_\_\_

List of students participating in travel. Yes  No

Parent Permission – Student Trip Parent Consent Forms Yes  No

Transportation Request submitted to Transportation: Yes  No

Notified Chief Procurement Officer/Business Office for NMPSIA coverage: Yes  No

Number of Chaperones Attending:

Chaperones must be 21 years of age or older.

Secondary one chaperone for every 10 students.

Chaperones may only chaperone students of the same sex.

All chaperones must have completed back ground checks.

List of chaperones with contact information.