

**Kalispell Public Schools  
Out-of-State/Country Travel  
Application Form**

*Form must be filled out electronically. Use "Tab" to advance.*

**Phase One of Approval Process**

School requesting Travel \_\_\_\_\_ Today's date \_\_\_\_\_

Name of person requesting \_\_\_\_\_

Class/Group/Organization \_\_\_\_\_

Departure date \_\_\_\_\_ Return date \_\_\_\_\_

Number of school days missed \_\_\_\_\_ Number of students \_\_\_\_\_

Transportation method \_\_\_\_\_

Estimated Costs: District \_\_\_\_\_ Student \_\_\_\_\_

Destination \_\_\_\_\_

Description of trip \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How does the trip fit into your curriculum? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What is the educational value? (Is the trip for pleasure, a presentation, receiving an award, a school or conference?).

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Must the trip be out of state? \_\_\_\_\_

How much fundraising is involved? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Can everyone participate? What about students who need financial assistance? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Chaperone names:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How much teacher time out of school? \_\_\_\_\_

Does the trip avoid the travel “black out dates”? \_\_\_\_\_

Does the trip support the “only one day out of school rule”? \_\_\_\_\_

Can this trip be done in the summer or during school breaks? \_\_\_\_\_

Department Leader Approval \_\_\_\_\_ School Principal Approval \_\_\_\_\_

**Phase Two of Approval Process**

The bus requisition, itinerary, a copy of the sub request, student participants, chaperone names, finance plan must be attached to travel. A finance plan is a description of what funds will be used for the trip. **Please send this information to Assistant Superintendent, Peter Fusaro at [peter.fusaro@sd5.k12.mt.us](mailto:peter.fusaro@sd5.k12.mt.us) via email.**

Bus requisition attached \_\_\_\_\_

Itinerary attached \_\_\_\_\_

Sub request attached \_\_\_\_\_

Substitute plans are complete \_\_\_\_\_

Finance plan attached \_\_\_\_\_

List of student names \_\_\_\_\_

List of chaperones \_\_\_\_\_ (include home contact information)

Other transportation arrangements completed if necessary \_\_\_\_\_

Note: If traveling out-of-country, the trip advisor must complete all the requirements as stated in the out-of-country information packet.