

Travel Authorization Form - with Students

Completion of this form is required when you are taking students to an event/activity outside **Cleveland, Oklahoma, Canadian, Grady, McClain, Pottawatomie, Logan or Payne counties, OR the state of Oklahoma.**

AR7185

School _____ Organization _____ Sponsors _____		
Trip Dates _____ Destination _____ # of School Days Missed _____		
Purpose of the Trip & Benefit to the Students & Program _____		
How were you selected, or did you qualify? _____		
# of Students attending? _____ Approximate cost per student (please attach registration costs) \$ _____		
List all planned activities during the trip (please attach itinerary) _____		
How will trip be funded for STUDENTS ?		
	Proj #	Amount
General Fund		\$
Activity Fund		\$
Other		\$
Total	(Must Equal Total Below)	\$
Estimated Total Expenses (any expenses not requested on this form will be disallowed):		
	Individual Cost	Qty Total Cost
Registration Fees	x	= \$
Lodging	x	= \$
Incidentals	n/a x n/a	= \$ n/a
Transportation	x	= \$
Per Diem	n/a x n/a	= \$ n/a
Total \$		
How will trip be funded for SPONSORS ?		
	Proj #	Amount
General Fund		\$
Activity Fund		\$
Other		\$
Total	(Must Equal Total Below)	\$
Estimated Total Expenses (any expenses not requested on this form will be disallowed):		
	Individual Cost	Qty Total Cost
Registration Fees	x	= \$
Lodging	x	= \$
Incidentals ¹	x	= \$
Transportation ²	x	= \$
Per Diem	x	= \$
Total \$		
¹ parking, tolls, shuttles ² airfare, personal car, school vehicle, rental vehicle		
Teacher/Sponsor(s) attending (list names) _____		
Other Chaperones attending (list names) _____		
Sponsor/Chaperone to student ratio _____		
Note: At least two (2) weeks prior to the trip, the sponsor/site principal must provide written verification that the chaperone/sponsor orientation has been conducted. Such verification must be submitted to the Director of Elementary/Secondary Education or to the District Athletic Director (if the trip is for an athletic event).		
List out-state trips the organization has taken the past 3 years _____		
List anticipated trips planned for the upcoming 3 years _____		
Sponsor		Date:
Principal		Date:
Athletic Facilitator (if applicable)		Date:
Purchasing Agent		Date:
Athletic Dir or Asst Supt. Elem/Sec		Date:
Superintendent		Date:

***In-State Travel - All approvals must be obtained at least 30 days prior to travel date.**

***Out-of-State Travel - All approvals must be obtained at least 60 days prior to travel date.**

***Application will not be considered if incomplete.**

***No payment will be made for unauthorized expenses.**

Revised 7/19/2022