



Student Travel

Form must be signed by the Sponsor and approved by the Principal/Director. Be sure to attach the completed form with all supporting documentation including the list of those attending to the requisition. The District's Travel Specialist will review before requisitions will be processed.

Rev. 7/2023

Sponsor Name: _____ Today's Date: _____

Organization/Class: _____ Campus: _____

Name of Event: _____

Location of Event: _____ Date(s) of Event: _____

Number of Students Attending*: _____ Number of Adults Attending*: _____

* ATTACH A LIST OF NAMES

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Mode of Transportation: Bus Suburban Rental Vehicle Charter Bus Air

Lodging (Name and Address of Hotel): _____

Estimated Lodging Expense: _____

Student Per Diem (enter the number of each below): _____ Hard Copy Check

Breakfast @ \$6.00 Lunch @ \$9.00 Dinner @ \$13.00 Total Student Per Diem : \$ _____

Campus Information

Provide description of trip and list the TEKS the trip supports:

Method of Payment for Trip: _____

Estimated Total Cost of Trip: _____ Amount to be raised by Students: _____

Methods of Fundraising: _____

Approval Signatures - Stamped signatures not accepted

Signature of Sponsor (Person Requesting Trip) _____ Date _____

Signature of Department Head _____ Date _____

Principal/Director's Signature _____ Date _____

Assistant Superintendent's Signature (Only required for out of state travel) _____ Date _____