



TRAVEL PROCEDURES FOR OVERNIGHT STUDENT TRAVEL

Required forms for Student Overnight Travel:

- Student Overnight Travel Packet
 - Student Permission Slips
- List of approved chaperones
- Detailed itinerary of trip

All Student overnight travel needs to follow the below timeline when submitting paperwork:

- In-State Overnight = 6 weeks prior to trip
- Out-of-State = 12 weeks prior to trip
- Wilderness/Adventure = 12 weeks prior to trip
- International = 6 months

Fill out the Student Overnight Travel Packet

Packets must be submitted to your admin/supervisor six (6) weeks prior leaving for In-State overnight travel and twelve (12) weeks prior for Out of State overnight travel. Remember to include a list of chaperones as well as lodging information and plans for transportation.

Admin/supervisor to look over form and submit to Lindsey Hart at District Office for Level Director and Superintendent approval. The event information needs to be submitted with the forms.

Level Directors and Superintendent to approve travel request and return to Lindsey Hart with final signatures.

Once forms are complete, accommodations can be made

Airfare Needed

All airfare is booked through Lindsey Hart. Provide a list of names, DOB's and any important information about flights for booking, i.e.. Prefer morning, non-stop etc.

Ground Transportation

If traveling by private vehicles, each driver needs to complete a volunteer background check.
If traveling by bus, make your reservations on busHive.

Lodging

Hotel reservations can be made by the staff member in charge of the trip. If the hotel rooms will be more than \$5,000 total, Lindsey Hart will book hotel rooms. **For residential rental reservations through websites like VRBO and Airbnb etc. contact Lindsey Hart at the District Office prior to booking.**

All student permission slips must be submitted to Lindsey Hart 2 weeks prior to travel along with a finalized list of approved chaperones.