

COLDSPRING-OAKHURST CONSOLIDATED INDEPENDENT SCHOOL DISTRICT

STUDENT TRAVEL REQUEST FORM

- Submit field-trip and student-travel requests at least three (3) weeks before the scheduled event.
- Enter anticipated expenditures promptly to confirm available funds.
- If checks are needed for lodging, registration, or meals, notify the Business Office at least one (1) week before travel.
- Check requests received by the Business Office by Wednesday noon will be ready Thursday morning of that week.

REQUEST AND TRIP INFORMATION

Date of Request:	Grade/Dept.:
Organization:	Sponsor:
Event:	City, State:
Purpose:	
Departure Date:	Return Date:
TEKS Objective No.:	Budget Code:
Number of Students:	Number of Adults:
# of Students per Employee:	
Substitute Required: ☐ YES ☐ NO	

TRAVEL EXPENSES

LODGING NOTE: Rates may not exceed U.S. General Services Administration limits. Do not book through third-party discount sites; reserve directly with the host or recommended hotel. See GSA Travel Per Diems.

Hotel Name:	Phone:	
Hotel Address:		
# of Nights:	Rate/Night: \$	Hotel Total: \$
Registration Payable to:	Total: \$	

STUDENT MEALS — Payable to Sponsor/Vendor; not to exceed \$8 per meal or \$24 per day

Est. Students:	Est. Faculty:	Est. Sponsors:
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Estimated Meal Total: \$

TRANSPORTATION

Reserve district transportation through SchoolDude at least 14 days in advance.

District Bus Request Approved: ☐ YES ☐ NO

Other Transportation Planned:

ESTIMATED COST

Hotel	Registration	Meals	Other	TOTAL
\$	\$	\$	\$	\$

CERTIFICATION AND APPROVAL

Requester Signature:	Date:
Campus/Department Approval:	Date: