



Cache County School District

In-State Travel Request Form

Policy 3500 F1

This form is required for all In-State student travel greater than 200 miles (including UHSAA activities). Refer to the **Transportation** section of the Student Activities/Excursion - Safe Travel Procedures for the shared cost between schools and the district. The principal verifies that the trip, purpose, agenda, funds, and budget status meet procedure guidelines before signing. Once signed, the principal forwards the request to the Executive Director of Secondary Education. The activities director's (AD) signature is required for all UHSAA activities (if not a UHSAA activity, write NA in the AD's signature block).

School: _____

Organization: _____

Date of Activity: _____

UHSAA Activity (circle one): Yes No

1. Explain the educational or participation value of this trip:

2. Distance to the activity:

Miles (one way): _____

Destination (city): _____

3. Expense per student: \$ _____

Total expense to the school: \$ _____

4. Class periods missed: _____

School days missed: _____

5. Identify the mode of transportation and explain how this activity is supervised:

6. Explain how students make up class work:

Parent Meeting Approval Percentage: _____ (80% minimum) Date: _____

AD Signature: _____ Date: _____

NOTE: Principal's signature verifies that the trip purpose, agenda, funds, and budget status meet procedure guidelines, and that funds are in place to cover all expenses for this activity, including fee waiver expenses.

Principal: _____ Date: _____

Director: _____ Date: _____

Superintendent: _____ Date: _____

Updated: June 2, 2026