



## Cache County School District Out-Of-State Travel Request Form

Policy 3500.F2

Superintendent approval is required for all out-of-state travel. The principal verifies that the trip, purpose, agenda, funds, and budget status comply with procedural guidelines before signing. Once signed, the principal forwards the request to the Director of Secondary Education.

School: \_\_\_\_\_ Organization: \_\_\_\_\_

1. Most recent Out-Of-State activity for this organization- Date: \_\_\_\_\_  
Location: \_\_\_\_\_

Proposed Activity:

2. Destination- City: \_\_\_\_\_ State: \_\_\_\_\_

3. Dates of Activity- Leave Date: \_\_\_\_\_ Return Date: \_\_\_\_\_

4. Expense for this activity: # of students involved: \_\_\_\_\_  
Expense per student: \$ \_\_\_\_\_  
Total expense to the school: \$ \_\_\_\_\_

5. Please Initial: Students Missing < 2 School Days \_\_\_\_\_ or > 2 School Days (All attendees are nationally qualified competitors) \_\_\_\_\_

6. Explain how this activity will be financed:

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7. **Attach a detailed itinerary** that includes the following items:

- Advisor's Name (The person organizing and chaperoning the trip).
- Advisor's cell #.
- Additional advisors and/or chaperones.
- Educational/extracurricular purpose of the trip.
- How students make up class work.
- Mode of transportation
- Emergency numbers.
- Lodging type (hotel, Vrbo, etc.) and address
- Addresses where the group can be contacted.

The 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.

Parent Meeting Approval Percentage: \_\_\_\_\_ (80% minimum) Date: \_\_\_\_\_

Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Director: \_\_\_\_\_ Date: \_\_\_\_\_

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

Updated September 30, 2026