

**Killeen Independent School District**  
**REQUEST FOR STUDENT TRIP**

PLEASE TYPE INFORMATION IN THE FIELDS PROVIDED THEN PRINT FOR APPROVAL. Complete all applicable pages of this request form. Please refer to the KISD Administrative Procedures Manual, Section V; Board Policies FMG (Local) and DEE (Local); and the current Activity Fund Manual when requesting student trips.

Name of Requestor: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Campus: \_\_\_\_\_ Name of Group: \_\_\_\_\_

Destination: \_\_\_\_\_

Destination Address: \_\_\_\_\_

Street City State Zip

Is this an overnight trip? \_\_\_ YES \_\_\_ NO Is this an out-of-state trip? \_\_\_ YES \_\_\_ NO

Is this a school day? \_\_\_ YES \_\_\_ NO Is this an out-of-country trip? \_\_\_ YES \_\_\_ NO

Departure Date: Date: \_\_\_\_\_ Day of Wk: \_\_\_\_\_ Time of Departure: \_\_\_\_\_

Return Date: Date: \_\_\_\_\_ Day of Wk: \_\_\_\_\_ Time of Return: \_\_\_\_\_

# of Students \_\_\_\_\_ # of Sponsors \_\_\_\_\_ # of Admin \_\_\_\_\_ # of Chaperones \_\_\_\_\_

Mark all that apply: Yellow Bus \_\_\_ Charter Bus \_\_\_ White Fleet \_\_\_ Equipment \_\_\_ Wheelchair \_\_\_

If KISD White Fleet, who will be the driver(s)? \_\_\_\_\_

Name of Travel Agency making arrangements: \_\_\_\_\_

Are there any Event Fees? \_\_\_ YES \_\_\_ NO If yes, how much per: Student \$ \_\_\_\_\_ Adult \$ \_\_\_\_\_

What funds will be used to pay for this trip? CAMPUS BUDGET \_\_\_ ACTIVITY FUNDS \_\_\_ COMP ED FUNDS \_\_\_

BEYOND-DISTRICT TRAVEL \_\_\_ AVID \_\_\_ TAG \_\_\_ SPED \_\_\_ CTE \_\_\_ OTHER: \_\_\_\_\_

Total Cost of Trip: \$ \_\_\_\_\_ (Include budget codes on page two in the trip summary section.)

Use page two of this form to write a summary of the requested trip.  
Your Request will not be approved unless all information requested is completed.

**TRIP APPROVAL**

Signature on this document in the space provided below indicates approval for the above student trip.

1. \_\_\_\_\_  
Requestor Date

2. \_\_\_\_\_  
Campus Principal/District Coordinator Date

3a. \_\_\_\_\_  
District Director (when applicable) Date

3b. \_\_\_\_\_  
Executive Director (when applicable) Date

\_\_\_\_\_  
Superintendent (Out-of-State Only) Date

\_\_\_\_\_  
Board President (Out-of-Country Only) Date

FOR DISTRICT OFFICE USE ONLY BELOW THIS LINE

Trip number: \_\_\_\_\_

Revision date: February 7, 2011

Campus: \_\_\_\_\_ Group: \_\_\_\_\_ Sponsor: \_\_\_\_\_ Trip Date: \_\_\_\_\_

# Trip Proposal Summary

Who? What? When? Where? Why? How? -- Please write a summary below of the student trip proposal to include the following information:

**Who** is going **Where** and **When** -- student group, sponsors, chaperones - use the Student/Sponsor Chaperone list on the last page if your trip will be overnight, out-of-state, or out-of-country. **What** activities will take place? **What** lessons will be learned? **Why** you are going -- student conference, field-based instruction, or other reason for the trip. If the trip is for field-based instruction, you must include the instructional value of the trip and the subject/grade level TEKS that will be covered during the trip. List the activities that will be done in the classroom before and after the trip to reinforce lessons during the trip. **How** will the trip be paid for? If District funds are not being used, will the students pay their own way? Will a school organization (Booster clubs) non-school organization (PTA - PTO - local business - etc.) sponsor the trip? Include as much information that you can that will help get your trip approved.

**Official conference agenda and itinerary for the trip must be included.**

Who:

What:

When:

From:

To:

Where:

Why (include TEKS if trip is academic field-based instruction):

How (include budget codes if paying with district funds):

Campus: \_\_\_\_\_ Group: \_\_\_\_\_ Sponsor: \_\_\_\_\_ Trip Date: \_\_\_\_\_

Trip Cost Worksheet

PROCEDURE V-A  
EXHIBIT B

Destination: \_\_\_\_\_

Transportation Cost / Round Trip: Yellow Bus/Charter/White Fleet/Airfare \$ \_\_\_\_\_  
 Car Rental / Cab Fare / Shuttle Fees \$ \_\_\_\_\_  
 Parking Fees \$ \_\_\_\_\_

|                           |               |   |       |   |             |
|---------------------------|---------------|---|-------|---|-------------|
| <b>Registrations/Fees</b> | No. Attendees | X | Cost  | = | Group Total |
| Students                  | _____         | X | _____ | = | _____       |
| Sponsors                  | _____         | X | _____ | = | _____       |
| Administrators            | _____         | X | _____ | = | _____       |
| Bus Drivers               | _____         | X | _____ | = | _____ \$    |

|                      |                 |   |           |   |              |   |                |
|----------------------|-----------------|---|-----------|---|--------------|---|----------------|
| <b>Meals - B/L/D</b> | No. of Students | X | Rate      | X | No. of Meals | = | Group Total    |
| Students             | _____           | X | _____     | X | _____        | = | _____ \$       |
|                      | Per Diem Rate   | X | No. Meals | X | No. Spon/Adm | = | Per Diem Total |
| Sponsor Breakfast    | _____           | X | _____     | X | _____        | = | _____          |
| Sponsor Lunch        | _____           | X | _____     | X | _____        | = | _____          |
| Sponsor Dinner       | _____           | X | _____     | X | _____        | = | _____ \$       |
| Admin Breakfast      | _____           | X | _____     | X | _____        | = | _____          |
| Admin Lunch          | _____           | X | _____     | X | _____        | = | _____          |
| Admin Dinner         | _____           | X | _____     | X | _____        | = | _____ \$       |

|                |              |   |       |   |               |   |             |
|----------------|--------------|---|-------|---|---------------|---|-------------|
| <b>Lodging</b> | No. of Rooms | X | Cost  | X | No. of Nights | = | Group Total |
| Students       | _____        | X | _____ | X | _____         | = | _____       |
| Sponsors       | _____        | X | _____ | X | _____         | = | _____       |
| Admin          | _____        | X | _____ | X | _____         | = | _____       |
| Bus Drivers    | _____        | X | _____ | X | _____         | = | _____ \$    |

Travel vendor package includes: (check all that apply) \_\_\_\_\_ Transportation \_\_\_\_\_ Registration Fees \_\_\_\_\_ Entry Fees \_\_\_\_\_ Meals \_\_\_\_\_ Lodging

|                 |       |           |       |             |          |
|-----------------|-------|-----------|-------|-------------|----------|
| No Attendees    | X     | Pkg. Cost | =     | Group Total |          |
| Student Package | _____ | X         | _____ | =           | _____    |
| Sponsor Package | _____ | X         | _____ | =           | _____    |
| Admin Package   | _____ | X         | _____ | =           | _____ \$ |

List any other expenses below (i.e., performance fee, group entry fee, park entry fee)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Are Funds Available? \_\_\_\_\_ Yes \_\_\_\_\_ No Total Trip Cost Estimate: \$ \_\_\_\_\_

KISD does not pay for chaperone travel. Chaperones must pay for their own expenses with personal funds.

Campus: \_\_\_\_\_ Group: \_\_\_\_\_ Sponsor: \_\_\_\_\_ Trip Date: \_\_\_\_\_

