

ALPINE SCHOOL DISTRICT						
APPLICATION FOR STUDENT TRAVEL (IN-STATE & OUT-OF-STATE)						
Name of School:						
Group Requesting Trip:						
Faculty Member in Charge:						
Destination:						
Objective of the Trip:						
Dates of Trip:	Departure Date:			Return Date:		
Number of School Days to be Missed:	(NOT to exceed 3)					
Number of Students in Group	F:		M:		Total:	
Number of Adult Supervisors*	F:		M:		Total:	(minimum ratio 1:10)
Has this group been on a trip this school year?	Dates:		Term:		Number of Days Missed:	
Does trip conflict with moratorium dates?	Y	N	If yes, attach UHSAA Moratorium Adjustment Form			
Did you send & receive parent consent for each participant? Y N						
Estimated Cost Per Student:	\$					
Less Amount Per Student from Fundraiser:	- \$					
Estimated Maximum Cost Per Student:	= \$		(total student out-of-pocket)			
Itinerary, transportation, and lodging plans are described in detail on attached forms. Y N						

PARENT MEETING TO DISCUSS TRIP PLANS

(Refer to [Policy #5150, Procedure 2.2.4](#))

(To be completed by principal after parent meeting is held)

Number of Parents Approving the Trip:		ONLY ONE VOTE PER STUDENT IS ALLOWED. If two parents are in attendance you may only count one of their votes. Total number of votes cannot be greater than the number of students that will be participating in the trip.
Number of Parents Opposing the Trip:		
Total Number of Students in Group:		
Approval %		Number of Approved Votes ÷ Number of Students in Group = Approval %

All trips must be approved 90 days before travel. Exceptions will be approved only when an invitation to a national event or national competition occurs outside of the 90-day deadline. If an exception is requested, a letter from the principal is required.

*Utah Code requires that all chaperones/supervisors have or will have a current criminal background check prior to the trip. No chaperones/supervisors will be allowed to participate unless a background check has been completed. The ratio is gender specific not total students (i.e., if your group includes 20 students—12 female and 8 male, you would need 2 female chaperones and 1 male chaperone). [Policy 5150, 1.5](#)

Faculty Advisor initial _____

SUBMIT WITHIN 10 DAYS OF RETURN FROM TRIP

PROPOSED/ACTUAL EXPENSES

Organization:			
School:			
Dates:			
Destination:			
Number of Students:			
No. Of Chaperones/Supervisors		(as per Policy #5150, 1.5)	
COST			
Summary Breakdown	Description	Proposed	Actual
Cost of Transportation (1):		\$	\$
Cost of Lodging (1):		\$	\$
Cost of Meals (1):		\$	\$
Other Expenses (1):		\$	\$
Total Expenses:		\$	\$
Total Receipts received for Trip:			
Cost per Student:		\$	\$
Cost per Chaperones/Supervisors:		\$	\$
OUT-OF-POCKET EXPENSES (Suggested amount of money students bring from home)			
Amount per Student:		\$	\$
Purpose:			
How were funds raised?			

SCHOOL REPORT FOR STUDENT EXCURSION

In one or two paragraphs, explain how the objective of this trip was met.

Proposed / Actual Expense Detail

Cost of Transportation		Proposed		Actual
Cost of Lodging				

Cost of Meals

Other Expenses

Chaperones / Supervisors Participating

Name	Dates	Amount Received	Total Received

Checklist for Overnight Trips Folder

- _____ 1. Review District Policy 5150 and Guidelines for Overnight Trips
- _____ 2. The following forms/documentation included in folder
 - School Board approval letter
 - Application for student overnight extended trip
 - Proposed itinerary
 - Proposed Expenses
 - Consent and authorization forms
 - Parent approval forms
 - List of Students participating and money collected
 - List of Chaperones/Supervisors and money collected
 - Actual Expenses
 - Financial account statement for trip
 - Copies of Invoices, receipts, etc. for payments to an advisor
 - Supervisor report for student excursion
- _____ 3. Has a deadline been set for collection of money?
- _____ 4. Have bids been obtained for transportation, lodging and for other expenditures?
- _____ 5. Has all money been receipted individually by the financial secretary?
- _____ 6. All fund raising meets [District Policy #5148](#)
- _____ 7. Periodic reviews by the principal (It is recommended that an assistant principal or designee be assigned to monitor and review the completed overnight trip process)
- _____ 8. Schedule trip expense payments well in advance to prevent emergencies requiring credit
- _____ 9. Set up trip account in the financial system to record all trip activity
- _____ 10. Review Chaperones cost and responsibilities
- _____ 11. Limit of one Supervisor/Chaperone per ten students

Administrator's Trip Review Checklist

Trip: _____

Date: _____

- _____ 1. Are the following forms in the trip folder?
School Board Approval Letter
Application for student overnight trip
Proposed Itinerary
Proposed and Actual Expenses
Consent and Authorization Forms
Parent Approval Forms
List of Students Participating and Money Collected
List of Chaperones/Supervisors and Money Collected
Financial Trip Account Statement for Trip From Accounting System
Supervisor Report for Student Excursion
Copies of Invoices, receipts, etc. for payments to an event sponsor
- _____ 2. Are actual expenses within the proposed expenditures? If not why?
- _____ 3. Were any checks or money expended to an advisor or their relatives?
- _____ 4. Were bids obtained for all major expenses? (transportation, lodging, etc.)
- _____ 5. Has all the money been receipted individually by the financial secretary?
- _____ 6. What costs were paid for the chaperones or supervisors? If reduced cost was given to anyone was it approved by school administration?
- _____ 7. Were there any changes to the proposed itinerary? If so why?
- _____ 8. Have the expenses been reviewed for reasonableness?
- _____ 9. What is the balance of the trip account after the completion of the trip?
- _____ 10. How much cash was carried on the trip? Purpose? What security measures were used?
- _____ 11. How many school days were missed because of the trip?
- _____ 12. What was the chaperone to student ratio?
- _____ 13. How were the funds raised for the trip? Were they approved and within school and district policy?

Administrator Signature

Date

Note: It is extremely important to review overnight trips to prevent any problems for the sponsor, school, district and community. We suggest this checklist be reviewed with the event sponsor two weeks prior to the trip and immediately after the trip. Normally an assistant principal is assigned to perform the trip review.

This checklist must be attached to the trip account statement generated by the accounting system.