



Date Submitted to Principal:

TRAVEL REQUEST FORM

Teacher: School: Course:

Departure/return dates: Destination:

Number of school days impacted: Rationale for taking trip during school:

Purpose of trip (attach additional pages if necessary):

Itinerary (stops/schedule):

Vendor/program provider:

Has this vendor/program been used by this group in the past?

Mode of transportation:**Cost of transportation:**

Number of students traveling:**Adult/student ratio:**

Total cost of trip:**Cost to each student:**

Is fundraising available?**List fundraising opportunities:**

How are teacher travel expenses funded?

Due date for permission slips, prearranged absence, and code of conduct forms:

Names of adults accompanying the group:	Relationship to group (teacher, parent, etc.):
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Safety precautions to be implemented and emergency protocol:

Name of the individual going on the trip who holds a valid American Red Cross Standard First Aid card or equivalent certification (REQUIRED FOR ALL TRIPS)

This field trip is an extension of:
(subject) (unit or project)

Learning objectives (include MCPS content standards addressed - attach additional pages if necessary):

Follow-up activities back in the classroom:

***Field trips of a distance exceeding 400 miles (one way) require principal and superintendent/designee approval at least 60 days in advance. Students earning the right to travel for competitions with less than 60 days notice will receive special consideration.**

***Travel outside of the country requires principal, superintendent/designee, and Board of Trustees approval at least 6 months in advance.**

***All other field trips require principal approval.**

(Principal Approval)

Date:

(Superintendent/Assistant Superintendent Approval)

Date:

(School Board Trustee Approval)

Date: