

# Canyon Independent School District Student Travel Request Form

## Student Group Traveling Information:

Group Traveling: \_\_\_\_\_

Campus: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Sponsor: \_\_\_\_\_

Cell/Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

## Budget Information:

Please list the budget code(s) to be charged.

\_\_\_\_\_

Were fundraising events dedicated to the cost of student travel?

Yes \_\_\_ No \_\_\_

Total estimated cost of travel \_\_\_\_\_

Total estimated cost of travel per student (\*) \_\_\_\_\_

## Travel Authorization:

\_\_\_\_\_  
Signature of Sponsor

Approval Flow:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

\_\_\_\_\_  
Signature of Principal/Director

Approved \_\_\_ Disapproved \_\_\_

- Submit this Student Travel Request to the Travel Office 10 Calendar Days in Advance of Travel. If questions, please call the Travel Clerk at 677-2655.
- IN ALL CASES, travel approval must be obtained before travel occurs.
- Contact the Transportation Department to make bus arrangements if necessary.

(\*) Total travel cost per student should include all transportation, meals, rooms, and entry fees if applicable.

## Travel Information

Competition/Activity: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Substitute Needed: Y \_\_\_ N \_\_\_

Number of Substitute Days: \_\_\_\_\_

Departure Date: \_\_\_\_\_ Time: \_\_\_\_\_

Return Date: \_\_\_\_\_ Time: \_\_\_\_\_

Number of Sponsors Traveling: \_\_\_\_\_

Number of Students Traveling: \_\_\_\_\_

Number of Bus Drivers Traveling: \_\_\_\_\_

Number of Additional Chaperones: \_\_\_\_\_

Number of Eligible Students: \_\_\_\_\_

Number of Students Excluded: \_\_\_\_\_

## Lodging

(Please list three hotel options)

1.) \_\_\_\_\_

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

2.) \_\_\_\_\_

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

3.) \_\_\_\_\_

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

Requesting: # of Single \_\_\_ # of Double \_\_\_

**Rooming List must be submitted a week prior to departure**

## Activity Bus/Charter Needs

Number of 47 Passengers Buses: \_\_\_\_\_

Address Departing From: \_\_\_\_\_

Address Returning To: \_\_\_\_\_

## Truck/Trailer Needs

Size of truck/trailer requested: \_\_\_\_\_

Number of truck/trailer(s) requested: \_\_\_\_\_

When will the truck/trailer(s) be picked up?

Date: \_\_\_\_\_ Time: \_\_\_\_\_

When will the truck/trailer(s) be returned?

Date: \_\_\_\_\_ Time: \_\_\_\_\_