



Request for In-State Travel

Office of Instruction
Mat-Su Borough School District
501 N. Gulkana
Palmer, AK 99645
P: (907) 746-9212 || F: (907) 746-9292

Print Form

Application Date

Special Instructions: This form must be submitted for approval to the school principal for all travel within the state but out of the Mat-Su Valley at least **14 days prior to travel**. Refer to BP 3541.1 and BP 6153 for travel guidelines. These forms must be maintained in the school office for three years after the end of the fiscal year.

ONLY TYPED FORMS WILL BE ACCEPTED

School / Location:

Organization / Individual Requesting Travel:

Activity:

Location of Activity:

Dates of Activity: to

No. of Staff Involved: *Provide at least 1 staff for every 10 students. An administrator or designee must travel with the group.*

Staff Sponsors:

Principal / Designee:

No. of Students:

Are employees transporting students in personal vehicles? No Yes

Estimated Expenses:

Transportation

Lodging

Food

Misc. (Explain)

Total Expenses

Revenue Sources:

District Funds:

School Activity Funds

Other Funds (Explain)

Total Revenue

**TOTAL EXPENSES MUST
EQUAL TOTAL REVENUE
AND BE GREATER THAN
\$0.00**

The questions on page 2 must be completed and submitted with this form.

Principal's Signature _____ Date _____

Approved Denied

REQUIRED: You must attach a travel itinerary (with dates, locations, and places of residence), mode of transportation and any other pertinent materials.

1. Explain how travel is related to education or approved activity programs. Include opportunities that students will experience that are not available within the District/State.

2. If travel occurs during school time, attach plans for students not traveling that indicate how quality education will be maintained.

3. Will traveling students attend school? Where? How long?

4. Describe safety and security plans. Include medical care and criteria for evaluation of political situations that may threaten students safety if applicable.

5. Describe contingency plans. Include provision for disciplinary sanctions that could involve sending a student home early.

6. Describe how fund raising will impact students, school, and community. Include cancellation policy and financial liability policy of advance purchased ticket; if applicable.

