



## Student Travel Checklist

**ALL completed forms should be collected and assembled in your area.  
Submit completed field trip package to the Admin. Services VP Office (Risk Mgmt.)**

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### **REQUIRED FOR EVERY TRIP (Items 1 - 4)**

**(DUE: at least 2 weeks prior to date of departure)**

- \_\_\_\_\_ 1 Department: Request for Student Field Trip and Excursions (Form)
- \_\_\_\_\_ 2 Copy: Staff Travel Authorization/Reimbursement (Form) *if applicable*
- \_\_\_\_\_ 3 Student: Agreement and Medical Release for Field Trip and Excursions (Form)
- \_\_\_\_\_ 4 Roster: Of all attending
- \_\_\_\_\_ 5 Student: Voluntary Student Transportation Form  
To be signed by student if he/she wishes not to return in district vehicle but traveled to location in district vehicle.

### **If Overnight include:**

**(DUE: at least 2 weeks prior to date of departure)**

- \_\_\_\_\_ Items 1 - 5 from above AND...
- \_\_\_\_\_ 6 Itinerary: Including Hotel information and Flight information (if applicable)

### **If OUT-OF-STATE include:**

**(DUE: at least 6 weeks prior to date of departure)**

- \_\_\_\_\_ Items 1 - 6 from above AND...
- \_\_\_\_\_ 7 Copy: Board Agenda Item