

Cleveland Heights-University Heights City School District

OVERNIGHT TRAVEL REQUEST FORM

PLEASE print or type all information.

**Requirements**

1. To be submitted minimum of sixty days (60) prior to departure.
2. All information must be complete and accompanied by requested documentation.
3. Signatures must be obtained.
4. **NO travel commitments may be made without BOE approval of request as presented.**  
**Confirmation of BOE approval will be returned to originator. A supervisor's signature is NOT a confirmation of BOE approval.**

Name \_\_\_\_\_ Date \_\_\_\_\_

Position \_\_\_\_\_ School \_\_\_\_\_

Travel Requested for (Grade Level/Specific Group) \_\_\_\_\_

Travel Location \_\_\_\_\_

Requested Travel Date(s) \_\_\_\_\_

Actual number of days out of school \_\_\_\_\_ Form of travel \_\_\_\_\_

Number of participating students \_\_\_\_\_ Number of chaperones \_\_\_\_\_

Purpose of trip \_\_\_\_\_

Describe how the trip's activities meet your curriculum and/or program goals \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

If travel is requested for a performing group, please be specific about students' performance(s) and the guaranteed audience for the group(s).

\_\_\_\_\_

**Required Documentation that must be attached:**

1. Itinerary detailing specific dates and confirmed activities
2. Itemized budget including actual costs borne by students and description of any fundraising
3. List of chaperones and their connection to school and students (i.e. staff, current parents)

Signature/Date \_\_\_\_\_

Supervisor's Signature/Date \_\_\_\_\_

BOE CONFIRMATION DATE \_\_\_\_\_