

**Donna Independent School District
Travel Request Form
Field Trip/School Sponsored Clubs/Organizations/UII**

Teacher(s)/Sponsor(s): _____ Campus: _____ Grade: _____

No. of Students: _____ Club/Organization/UII: _____

Place(s)/City: _____ / _____

Departure Date/Time _____ / _____ Arrival Date/Time: _____ / _____ Dist. Bus Request: _____

Yes No N/A

Other Transportation: _____ Cafeteria Lunch Request _____

(Specify)

Yes No N/A

*If trip is approved, you will have to issue permission slips before the trip, fill out bus request form, and notify the cafeteria **at least two weeks in advance** if transportation or lunch is being requested.*

Purpose: _____

TEKS: _____

Objective(s): _____

Alignment to District Curr. Guide: _____

Evaluation: _____

Will trip be funded with District funds: Yes _____ No _____ **(MUST FILL OUT FUNDING FORM)**

Will this trip require a special fund raising activity? _____ (If yes, fill out and attach "REQUEST FOR
Yes No APPROVAL OF FUND RAISING
ACTIVITY" form)

LEVEL ONE APPROVAL

FOR OUT OF CAMPUS TRIPS:

Principal's/Designee's Signature	Date	Approved	Denied	Curr. Director's Signature	Date	Approved	Denied
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LEVEL TWO APPROVAL (PLUS LEVEL ONE NEEDED)

FOR OUT OF DISTRICT/VALLEY/OVERNIGHT TRIPS:

Superintendent's or Designee's Signature	Date	Approved	Denied
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LEVEL THREE APPROVAL (PLUS LEVEL ONE AND TWO NEEDED)

FOR OUT OF STATE TRIPS:

Date Board Approved	Date Board Denied
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STUDENT ACTIVITIES:
TRAVEL
EXHIBIT A

Funding Form

Amount

[illegible]

Total

[illegible]