

**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 _____

LEVEL TWO APPROVAL (PLUS LEVEL ONE NEEDED)

FOR OUT OF DISTRICT/VALLEY/OVERNIGHT TRIPS:

Superintendent's or Designee's Signature _____ Date _____ Approved _____ Denied _____

LEVEL THREE APPROVAL (PLUS LEVEL ONE AND TWO NEEDED)

FOR OUT OF STATE TRIPS:

_____ Date Board Approved _____ Date Board Denied _____

STUDENT ACTIVITIES:
TRAVEL
EXHIBIT A

Funding Form

(Ex.: District Local Funds/Federal Programs Funds/
Activity Funds/Other Program Funds)

Amount

[illegible]

(How will money be used? Be specific:
[transportation/meals/registration fee/other])

Amount
(per student)

Total

[illegible]