

**Myrtle Point School District 41**

Code: **IICA-AR(1)**  
Adopted: 4/27/92  
Orig. Code(s): IIC/IICA-AR

**Out-State Travel Request Form**

TO: District #41 Board of Education & Superintendent DATE: \_\_\_\_\_

FROM: \_\_\_\_\_  
(School Name - Principal's Signature)

RE: REQUEST FOR APPROVAL OF OUT-OF-STATE TRAVEL

In accordance with Policy IIC-IICA, the following request is made for Board approval of out-of-state travel for District #41 students:

Destination: \_\_\_\_\_  
(Locale - City - State)

Activity: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(State Nature of Activity & Give Brief Listing of Itinerary)

Trip Date(s): \_\_\_\_\_  
Persons \_\_\_\_\_  
Participating \_\_\_\_\_  
& Supervisors: \_\_\_\_\_  
(Group's Name - Number of Students - Instructors/Chaperons)

Transportation \_\_\_\_\_  
Needs: \_\_\_\_\_  
(Indicate Who Pays for Bus/Van - Driver - Fuel)

Financing: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Show Evidence of Student Funding Efforts - Give Specifics of Which Group Will Pay - Amount of Funding Requested of District)

Justification: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
(Give Purpose of Travel. Why is Out-of-State Necessary? Can this same Exposure or Equivalent Opportunity be Found In-State?)

The "Parent Permission Form/Student Rules" must be received from parents or guardians prior to departure. Anyone failing to return a permission slip will not be eligible to participate.