



Coleman ISD

Student Travel Request Form

Day or overnight travel? \_\_\_\_\_

Date/time of departure: \_\_\_\_\_ a.m. or p.m. (circle one)

Date/time of return: \_\_\_\_\_ a.m. or p.m. (circle one)

Destination of trip: \_\_\_\_\_

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

Estimate of any permissible fees associated with the trip (please describe if "other")

Meals: \_\_\_\_\_

Lodging: \_\_\_\_\_

Other: \_\_\_\_\_

Number of students participating: \_\_\_\_\_

District employee Primary Sponsor and Organization: \_\_\_\_\_

Other District employees attending as sponsors:

\_\_\_\_\_

\_\_\_\_\_

Chaperones (non-employee) attending: Check with Admin office to see if criminal history check is required

\_\_\_\_\_

\_\_\_\_\_

Primary Sponsor Signature

Date of Request

To be completed by Supervisor

Approved \_\_\_\_\_

Not Approved \_\_\_\_\_

Supervisor Signature

Date of Approval