

Freedom Area School District

**REQUEST FOR RELEASED TIME FOR STUDENT AND STAFF TRAVEL includes FIELD TRIPS**

*(Examples: County Band, County Chorus, National Academic Games, Athletics, Field Trips, etc.)*

Request **MUST** be submitted to the Superintendent's Office by the 1<sup>st</sup> day of the month to receive board approval.

**TO: Superintendent of Schools and the Board of School Directors**

**FROM:** \_\_\_\_\_  
(Employee's or Coach's Name) (Student Names)

**IN RE:** \_\_\_\_\_  
(Name of Competition and/or Destination)

1. **Purpose of Attendance:** \_\_\_\_\_

2. **Date/Dates of Attendance:** \_\_\_\_\_ **Sub Needed (circle 1):** Yes No

3. **Estimated Expenses: (not including salary) Registration Fee ( not membership dues):** \$ \_\_\_\_\_

**Lodging:** \$ \_\_\_\_\_ **Meals:** \$ \_\_\_\_\_ **Other (explain):** \_\_\_\_\_

**Transportation: Automobile:** \$ \_\_\_\_\_ **Airfare:** \$ \_\_\_\_\_ **Bus Fare:** \$ \_\_\_\_\_

4. **Field Trip Information:** **Bus Departure Time:** \_\_\_\_\_ **Bus Return Time:** \_\_\_\_\_

**Number of Buses:** \_\_\_\_\_ **Payment for Bus by (circle 1):** Club Students Other \_\_\_\_\_

**If Using School Van, List Driver(s):** \_\_\_\_\_

**Total Number of People Riding in Van:** \_\_\_\_\_ **Departure Time:** \_\_\_\_\_ **Return Time:** \_\_\_\_\_

**Will You Be Stopping for Lunch?** Yes No **Bringing Lunch**

**NOTE: ALL RECEIPTS FOR REIMBURSEMENT (MILEAGE, ETC.) MUST BE TURNED IN WITHIN ONE WEEK OF THE COMPLETION OF YOUR TRIP/COMPETITION.**

5. *Registration for a workshop, etc. is the responsibility of the applicant. **Business Office personnel will not register an applicant.** If a check(s) is needed to register, or for hotel expenses, the applicant must indicate this requirement on this form (Item #6) and attach a complete copy of the registration form. Checks will be issued after Board approval and sent directly to the company/organization by the Business Office.*

6. **Special Notations:** \_\_\_\_\_

7. **Date Submitted to Principal** \_\_\_\_\_ **Employee Signature** \_\_\_\_\_

8. **Principal Signature** \_\_\_\_\_ **Acct/Grant #** \_\_\_\_\_

9. **Signature of Director of Buildings and Grounds (If Using a School Van)** \_\_\_\_\_

10. **Superintendent** \_\_\_\_\_ **Board of Directors' Approval Date** \_\_\_\_\_

Official opinion No. 39 issued by Attorney General Israel Packer (filed June 8, 1973) interpreted the above referred to Section (516 and 516.1) an advised that these sections do require documentation and that the "verification" called for by the statue should be supplied by such things as receipted hotel bills, airplane fees, turnpike fees & parking lot receipts.