Los Alamos Public

OUT-OF-STATE
OUT-OF-COUNTRY
STUDENT TRAVEL REQUEST FORM

- Out-of-State Travel (3 months notice in advance)  - Out-of-Country Travel (Six months notice in advance)

From School:  To:

Number of Students Involved:  Trip Sponsor:

Students departing from Los Alamos at (time)  on (date)

Students returning to Los Alamos at (time)  on (date)

Rationale for travel:  Written proposal attached: Yes ☐ No ☐

Transportation to Be Used (Check all applicable)  Funding Sources (Check all applicable)

School car:    Yes ☐ No ☐  Operational:    Yes ☐ No ☐

School bus:    Yes ☐ No ☐  Activity:      Yes ☐ No ☐

Airplane:      Yes ☐ No ☐  Booster:       Yes ☐ No ☐

Other (specify)

Note: If student is traveling by airplane, parents must provide transportation to and from airport unless school provides additional bus transportation.

Tour company/Travel Agency/Tour Guide:

I certify that this trip is not promoted by a commercial interest for profit and that no trip sponsor or chaperone is receiving any form of compensation from any outside interest, firm or organization.

Submitted by: ________________________________ Date: ______________

Principals signature: ________________________________ Approved ☐ or Denied ☐ Date: ______________

Superintendent signature: ________________________________ Approved ☐ or Denied ☐ Date: ______________

OUT-OF-COUNTRY

School Board
Presidential signature: ________________________________ Approved ☐ or Denied ☐ Date: ______________

List of students participating in travel. Yes ☐ No ☐

Parent Permission – Student Trip Parent Consent Forms Yes ☐ No ☐

Transportation Request submitted to Transportation: Yes ☐ No ☐

Notified Chief Procurement Officer/Business Office for NMPSIA coverage: Yes ☐ No ☐

Number of Chaperones Attending: ☐

☐ List of chaperones with contact information.

☐ Chaperones must be 21 years of age or older.

☐ Secondary one chaperone for every 10 students.

☐ Chaperones may only chaperone students of the same sex.

☐ All chaperones must have completed background checks.