

Out-of-State Travel Form and Checklist

Policy Code:

EEAD-E3

Adoption Date:

Tuesday, June 17th, 2008

OUT-OF-STATE TRAVEL

FORM AND CHECKLIST

Out-of-state travel requests will be considered only after completion of this form and checklist in its entirety, and the form's submission to the Superintendent at least three (3) months prior to the trip.

Group _____ Date _____ Date of Trip _____

I have read and understand the requirements and conditions for out-of-state travel as outlined in the Policy Handbook. (EEAD)

Advisors Name _____

The group advisor has proven to me that this trip has education merit and meets the other conditions as outlined in the Board Policy Handbook.

Principal _____ Date _____

Checklist

_____ Trip Itinerary attached (including number and dates of school to be missed).

_____ Description of education goals and evidence of educational merit attached.

_____ Outline of cost and all fund raising activities associated with the trip attached.

_____ Trip destination is _____ travel miles from Cedar City.

_____ Private carrier identified to be contracted if trip is approved.

Superintendent _____ Date _____

_____ Approved

_____ Referred to School Board

*Risk management has strongly recommended that all districts in the state avoid out-of-state travel due to liability reasons. Iron County School District recognizes the need for some out-of-state travel based on our close proximity to Nevada and Arizona. **Therefore, for the purposes of this policy, the following locations will be considered in-state: Nevada – Boulder City, Ely, Las Vegas, Mesquite, Moapa Valley, Pahrump, and Panaca/Pioche; Arizona – Fredonia and Page.**