

RIVERCREST INDEPENDENT SCHOOL DISTRICT

TRIP REQUEST

Employees wanting to take a trip for any educational purpose should fill out this request and have it approved by their Principal and the Superintendent prior to registering for the event and before contacting a substitute.

Destination: _____

Purpose of the trip: _____

Departure date: _____ Return date: _____

Number of students involved (if any) _____

Person (s) making request:

1. _____
2. _____
3. _____
4. _____

Estimate of Expenses

Meals: _____

Lodging: _____

Transportation: _____

Registration: _____

Cost of Substitute: _____

Approved/Disapproved by Principal

Approved/Disapproved by Superintendent