



## FALL RIVER SCHOOL COMMITTEE

### *Out-of-State Travel Request*

Date of Request:

Principal

of

school requests permission to travel:

<b>DESTINATION</b>	
<b>OBJECTIVE(S) OF THE TRIP:</b>	
<b># OF ADULT CHAPERONES</b>	
<b># OF STUDENTS</b>	
<b>TEACHER(S) IN CHARGE</b>	
<b>DATE(S)</b>	
<b>DEPARTURE/RETURN TIME</b> <small>*travel between midnight and 6:00 AM require special consideration</small>	
<b>MEANS OF TRANSPORTATION</b>	
<b>COST PER STUDENT</b>	
<b>FUNDING SOURCE(S)</b>	

- All travel requests must be in the School Committee office ten (10) days prior to a Regular School Committee Meeting. Meeting dates are posted on the website.
- One request per form, please. Kindly submit to Rebecca L. Caron, School Committee Office, or electronically to [rcaron@fallriverschools.org](mailto:rcaron@fallriverschools.org).
- You may attach any additional information you may have.
- Even if there is no cost to the district or student, ALL costs of the trip (transportation, lodging, mileage, meals, etc.) should be listed under the cost section.

PRINCIPAL'S SIGNATURE OF APPROVAL: \_\_\_\_\_