

**SACRAMENTO CITY UNIFIED SCHOOL DISTRICT**

Jerad Hyden Instructional Assistant Superintendent

**Approved by:** Lisa Allen, Interim Superintendent

TRAVEL REQUEST FORM (ACC-F014)

Sacramento City Unified School District

Request to Attend: r

Purpose for Attending:

Instructions: This form must be completed and received in Accounts Payable at least 30 days prior to the proposed date.

Professional Development

Business Meeting

Continued Education Credits Earned

HEU

School/Department

Cis

with <sup>g</sup> S on ty  
r C. and Career s.

Name of Attendee(s)  
(attach sheet for additional attendees)

Additional Attendees Attached

# FIELD TRIP REQUEST FORM

USE ONE FORM FOR EACH TRIP

Parent Permission Form is required for each student. See below reference distribution section for details concerning each type of trip.

Teacher's

Field Trip

- Walking
- Local-50 mile radius
- Out-of-Town (Beyond 50 mile radius)
- Overnight
- Out-of-State/Country
- Involving Swimming or Wading
- Unusual Activities

Route (must provide written directions our

State Model Curriculum State Field Trip Definition Be shuttle from Merrill to TIMV 4515 S Maryland Plwy

Educational nature of field trip/excursion

Depart Date 02 / 02 / 24 Time \_\_\_\_\_ am/pm

Return Date <sup>two weeks prior to trip</sup> 02 / 05 / 24 Time 8 PM am/pm

then forward to

central Transportation Field Trip Office  Title

8.

item on

9.

maintain a copy for all trips out

10.

Sacramento City Unified School District  
**OUT-OF-STATE OR OUT-OF-COUNTRY  
TRAVEL REQUEST**

School West Campus HS Date 02/02/24 - 02/05/24  
\_\_\_\_\_  
\_\_\_\_\_

Teacher's Name \_\_\_\_\_ Room # na Telephone \_\_\_\_\_

Field Trip Destination Las Vegas, NV

Reason for travel Debate tournament

g.

itinerary for each day

Signed

*Sha McMeekin*

Approvals:

*M. J.*

*11, 23*  
Date

*12, 11 23*

ent *1*

Board \_\_\_\_\_ Date \_\_\_\_\_

Sacramento City Unified School District  
**OVERNIGHT TRIPS**  
**ACCOMMODATION INFORMATION**

NO PRIVATE HOMES, AIR BNB, HOSTELS

Facility Name Casa de la Madre Apartment/other                      Date Reserved 12/8/23

Address 3275 P. de R.L. ... NV City Las Vegas NV zip 89109

Stacy Caldwell

Griffin

12/8/23

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