



Field Trip Request for Overnight Trips

Revised: January 2022

Trip Description

Type of Field Trip: Instructional Student Activity / Co-Curricular

School: Glenbrook North Glenbrook South Other: _____

Sponsor(s): Mike Sinde and Justin Zummo Extension: 4551

Activity / Class Name: SkillsUSA State Leadership & Skills Conference (SLSC)

Description: Registered students will compete at the SkillsUSA State Leadership & Skills Conference (SLSC) in Peoria, IL

Date(s) of Trip: April 28th - 30th

Number of Chaperones: 2 Number of Students: 15

Names of Chaperones: Mike Sinde and Dawn Hall

Transportation Information

Departing from: GBS (Autos Courtyard) date: 4/28 at: 12 AM PM

Traveling to (complete address): Peoria Civic Center @ 201 SW Jefferson Ave, Peoria, IL 61602

Returning from (complete address): Peoria Civic Center @ 201 SW Jefferso date: 4/30 at: 12 AM PM

Returning to: GBS (Autos Courtyard) date: 4/30 at: 3 AM PM

Students released from class (indicate time or blocks): 3rd and 4th on 4/28 and 1st - 4th on 4/29

Permission Slip Needed? Yes No Should the bus remain with the trip? Yes No

Car(s): _____ Bus(es): 1 D225 Van(s): _____ Other: _____

Financial Information

Does this trip require money to be collected from students? Yes No

Begin Collection on: 3/14/22 End Collection on: 4/28/22

Cost Per Student

Cost per Student*: \$ _____ Can the Student Pay in Installments? Yes No

* See attached cost allocation worksheet for additional expense detail.

Accounting Details

Account Number: Instructional / Course Field Trip GBN: 10L200 4922 0000 20 000000

Student Activity / Co-Curricular Field Trip _____

GBS: 10L300 4922 0000 30 000000 Please write account number above.

Approval

Requestor: Justin Zummo Date: 3/11/22
Instructional Supervisor or Assistant Principal*: [Signature] Date: 3/17/22
Associate Principal: _____ Date: _____

* Instructional field trips require the signature of an Instructional Supervisor; Student Activity field trips require the signature of the Assistant Principal.

Superintendent and Board of Education Approval

Principal: [Signature] Date: 3/17/2022
Superintendent: _____ Date: _____
Board of Education: _____ Date: _____

For School Office Use

Date Request Received: _____
Date Trip Approved: _____
Date Bus Ordered: _____
Date D225 Van Reserved: _____
Cost of Transportation: _____
Request Sent to Business Services Department: GBN: gbnfeesetup@glenbrook225.org Date: _____
GBS: gbsfeesetup@glenbrook225.org

For Business Services Department Use

Fee Setup Activities: Master Fee Roster PowerSchool e~Funds for Schools F/R Setup
 Notice to Bookstore, Faculty Sponsor, and Administrative Assistant



Cost Allocation Worksheet for Overnight Trips

Revised: December 2017

Trip Information

Trip Description: SkillsUSA State Leadership & Skills Conference (SLSC)

Staff Expenses

Number of Staff: 3

<u>Per Staff Member</u>		<u>Total Staff Expenses</u>		<u>Meal Per Diem Maximum Reimbursement Rates</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00	Breakfast	\$ 13.00
Transportation:	Bus	Transportation:		Lunch	\$ 15.00
Air	\$	Air	\$ 0.00	Dinner	\$ 26.00
Bus / Car	\$	Bus / Car	\$ 0.00	Per Day	\$ 54.00
Lodging:	\$ 370.00	Lodging:	\$ 1110.00		
Total Cost:	\$ 370.00	Total Cost:	\$ 1110.00		

Student Expenses

Number of Students: 15

<u>Per Student</u>		<u>Total Student Expenses</u>	
Meals:	\$ 0.00	Meals:	\$ 0.00
Transportation:		Transportation:	
Air	\$	Air	\$ 0.00
Bus / Car	\$	Bus / Car	\$ 0.00
Lodging:	\$ 185.00	Lodging:	\$ 2775.00
Total Cost:	\$ 185.00	Total Cost:	\$ 2775.00

Other Expenses

Registration:	\$ 2465.00
Judging:	\$
Officiating:	\$
Total Cost:	\$ 2465.00

Total Trip Expenses

Staff Expenses:	\$ 1110.00
Student Expenses:	\$ 2775.00
Other Expenses	\$ 2465.00
Total Cost:	\$ 6350.00

Payment Responsibility

Paid by Students: \$ _____ Per Student Cost: \$ 0.00
 Paid by District: \$ 6350.00

Description of Expenses Paid by Students