

ELKO COUNTY SCHOOL DISTRICT



PERMISSION FOR OUT OF STATE TRAVEL

FOR APPROVAL

This form and itinerary must be completed, signed, dated and submitted to Central Office by the 1st and 3rd Tuesday before the next scheduled Board of Trustees meeting to be put on the next agenda

School			
Activity		Date of Activity	
Contact Person		Best Contact Number	
Traveling to: (Name of City)		Trip Includes Plane Trip	<input type="checkbox"/> Y <input type="checkbox"/> N

NUMBER OF PARTICIPANTS			
	Students	Chaperones	District Employees

WILL YOU NEED A SUBSTITUTE? (\$127.04 X Number of Subs X Days Needed)			
Number of Subs Needed		Number of Days Needed	
Cost for Substitute	\$127.04	Total	

TRANSPORTATION			
Per NRS 392.360 – After 10 hours of operating a vehicle, the driver must rest for 10-hours before the bus driver can again operate a vehicle for such purposes.			
Mode of Transportation (Enter number needed)		Bus	School Vehicle

Type of Transportation	Cost	Total Round-Trip Miles	Total Cost
Bus Without Relief	Total Round-Trip Miles X \$2.45		
Bus With Relief	Total Round-Trip Miles X \$5.90		
District Vehicle	Total Round-Trip Miles X \$1.50		

FUNDING SOURCES			
	Activity Funds	Donations	District Funds
Meals/Lodging			
Travel (Airfare, taxi, etc.)			
Fees			

COMMENTS	

ADMINISTRATOR SIGNATURES			
SCHOOL		DATE	
DISTRICT		DATE	

**Elko County School District
Out of State
TRAVEL ITINERARY**

SCHOOL			
SPORT OR ACTIVITY		DATE(s) OF TRAVEL	
CITY TRAVELING TO		TIME LEAVING	

MODE OF TRANSPORTATION

Check all that applies >		SCHOOL BUS		SCHOOL CAR		OTHER EXPLAIN	
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TIME SCHEDULE (Travel times include 15-minute stops every 2 hours)

DAY 1	
Departure Date/Time	
Destination Arrival Date/Time and Location	
Activity:	
Activity:	
Activity:	
Activity:	

DAY 2	
Departure Date/Time	
Destination Arrival Date/Time and Location	
Activity:	
Activity:	
Activity:	
Activity:	

DAY 3	
Departure Date/Time	
Destination Arrival Date/Time and Location	
Activity:	
Activity:	
Activity:	
Activity:	

DAY 4	
Departure Date/Time	
Destination Arrival Date/Time and Location	
Activity:	
Activity:	
Activity:	
Activity:	

DAY 5	
Departure Date/Time	
Destination Arrival Date/Time and Location	
Activity:	
Activity:	
Activity:	
Activity:	