

Elementary School Student Travel Summary

The following can be used as a guideline for Elementary Travel but does not replace Board Policy.

Quick Reference Table for Elementary Student Travel ([AR 957-Appendix B](#))

Scope	Approval	Parent Permission/Notice
In-district	Only principal approval required.	Advance parent notice of at least 3 days is required.
In-district, overnight	Only principal approval required.	Parent permission required.
In-state destinations must be via, accessible by, or run parallel to the road system.	Prior Principal, Superintendent, and Board approval required.	Parent permission required.
No out-of-state or out-of-country allowed. Exception: individual student's travel related to national contests or recognition.	Prior Principal, Superintendent, and Board approval required for the exception of individual student's travel.	Parent permission required.
No summer travel allowed at elementary.		

Field Trip & Bus Information

- Memo on [Water, Snow, and Ice Field Trip and Activities](#)
- [Field Trip Permission Forms & Field Trip Insurance Application](#)
- [Durham Bus Request Forms](#)

Requesting Approval for Travel

1. Submit [Request for Out-of-District Travel \(AR 957-Appendix A\)](#) to Assistant Superintendent's office two (2) weeks prior to the School Board's regular meeting.
2. Submit [Student Activity Travel Authorization \(TA\)](#) via DocuSign three (3) weeks prior to departure date.
 - Vehicle rentals - requires approval on TA to be reimbursed.
 - Food - either paid directly by students or actual receipts paid by club account..
3. Submit [Change of Status](#) to Assistant Superintendent's office three (3) weeks prior to departure date.

Making Travel Arrangements

- [Anchorage tax exemption letter](#) - hotel and vehicle taxes in Anchorage will not be reimbursed.
- **Purchase Card (pCard)** - all travel should be paid for with district pCard, when possible.
- **Vehicle rentals** - may not be larger than ten (10) person vans; must accept the personal liability insurance and decline the collision damage waiver. Memo on [Guidelines for Rental Vehicle Insurance and 15 Passenger Vans](#).
- **Lodging** - must stay in public accommodations such as hotels or school facilities. Memo on [Staff and Student Overnight Accommodation Guidelines](#).
- **Air fare** - book through [EasyBiz portal](#) or a travel agent; checked bags will not be reimbursed.

During Travel Reminders

- [Check out pCard](#) from your Admin. Secretary
- Print a copy of [Anchorage Tax Exemption](#) letter
- When signing a vehicle rental agreement accept the personal liability insurance and decline the collision damage waiver. If you have an accident with a rental vehicle, notify both FNSBSD Business Services department at (907)452-2000 ext. 11303 and FNSB Risk Management at (907)459-1344 within 48 hours.

After Travel Reminders

- Turn in pCard and all itemized receipts for expenses incurred.
- Submit [Travel Expense Check Request](#) for any expenses not paid on pCard. If not submitted after thirty (30) days the travel forfeits their reimbursement.