



TOTEM
correspondence

Educational Trip Pre-Approval Form

School Year

Submission Options

Teacher of Record email
totem@hydaburg.k12.ak.us

This form must be completed and approved prior to the trip and reimbursement request.
See Handbook for full policies.

Key Points:

- Sole purpose and goal of the trip is for an educational event and supports a course on the student's ILP.
- Out-of-state or out-of-country Reimbursable Expenses:
 - Associated fees only
- Reimbursable Associated Fees:
 - Registration, attendance, entrance fees, short term passes, etc.
 - Reimbursable for in-state, out-of-state, and out-of-country
- In-state Reimbursable- only if away from home*:
 - Lodging, Airfare
 - *Defined as: 100 road miles away from home, or if need other transportation (fly, ferry, etc.)
- Always Non-Reimbursable Expenses:
 - gas, rental car, taxi, food, souvenirs, etc.

In-state		Out-of-state		Out-of-country	
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Student Name		Attending Adult	
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Destination/Location	
Purpose: Pre-planned Activities Description	
ILP Course	
Dates	
Approximate Itemized Costs	

Parent/Guardian/Adult Student Signature	Date

A typed signature qualifies as official.

Totem Approval Signature	Date

A typed signature qualifies as official.