TOTEM correspondence

Educational Trip Pre-Approval Form

School

Submission Options

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

This form must be completed and approved <u>prior</u> 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:
 - o Associated fees only
- Reimbursable Associated Fees:
 - o Registration, attendance, entrance fees, short term passes, etc.
 - o Reimbursable for in-state, out-of-state, and out-of-country
- In-state Reimbursable- only if away from home*:
 - o Lodging, Airfare
 - o *Defined as: 100 road miles away from home, or if need other transportation (fly, ferry, etc.)
- Always Non-Reimbursable Expenses:
 - o gas, rental car, taxi, food, souvenirs, etc.

	In-state		Out-of-state			Out-of-	country	
Student Name					Attending A	Adult		
Destination/Location								
	ose: Pre-planned							
ILP	Course							
Date	s							
	roximate ized Costs							
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Parent/Guardian/Adult Student Signature A typed signature qualifies as official.						<u> D</u>	ate	
Totem Approval Signature						D	ate	

A typed signature qualifies as official.