

CR 21101



# CHARTIERS VALLEY SCHOOL DISTRICT

## TEAM TRAVEL REQUEST FORM

- Request must be received by the Business Office as much in advance as possible prior to travel.
- Team Travel is defined as a group of students and school professionals traveling on behalf of the District.

1 Name of Team: CVHS Orchestra		2 Budget No: 10.1110.810.000.30.800.121.000.4700	
3 Date(s) of Travel: March 21-23, 2024			
4 Total # of Travelers: 3			
5 List of Schl Professionals Traveling: 1			
6 List of Team Members Traveling:			
6 List Cont'd:			
7 Purpose: PMEA Western Regional Orchestra			
8 Please attach a copy of any documentation that supports the reason for travel to this request.			
			Estimated Expenses
			PO#
			Amounts Prepaid by the District
9 Registration Fee .....(These are for 2 students @ \$230 each)			\$ 460.00
10 No. of Days Substitute Required:	1.5	x	\$ 123.00 /per Day
11 Total No. of Nights and Rooms:	2	x	127.65 /per Day
12 No. of Breakfasts		X	12.00 /per Day
13 No. of Lunches	3	X	18.00 /per Day
14 No. of Dinners	2	X	25.00 /per Day
15 Transportation	No. of Miles:	x	0.670 /per Mile
16 Other Expenses-Describe purchase:			
17 Total Estimated Expenses .....			\$ 1,003.80
18 Cash Advance Amount Requested.....			
19 Requester's Signature: <i>Erich Pucci</i>		Date: 2/15/2024	
20 Principal/Athletic Dir <i>Krista Schmitt</i>		Date: 3/11/24	

### ADMINISTRATION ROUTING

Superintendent: <i>[Signature]</i>	Date: 3/14/24
Director of Finance: _____	Date: _____

### BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: \_\_\_\_\_ Date: \_\_\_\_\_