






# 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: Chartiers Valley High School Orchestra		2 Budget No: 10.1110.810.000.30.800.121.000.4700	
3 Date(s) of Travel: Wednesday March 8 - Friday, March 10, 2023			
4 Total # of Travelers: 1 to Penn State			
5 List of Sch'l Professionals Traveling: William King			
6 List of Team Members Traveling:			
6 List Conf'd			
7 Purpose: was selected to participate in Pennsylvania Music Education Association's (PMEA) Western Region Orchestra Festival based on a successful audition at PMEA District I Orchestra Students apply, prepare music, and are selected based off of audition at District I Festival. This is the next level of competition. Students will audition again, rehearse for two			
8 Please attach a copy of any documentation that supports the reason for travel to this request.			
		Estimated Expenses	PO#
9 Registration Fee		\$ 190.00	
10 No. of Days Substitute Required:	2.5 x \$ 121.60 /per Day	\$ 304.00	
11 Total No. of Nights and Rooms:	2 x 175 /per Day	\$ 350.00	
12 No. of Breakfasts	X 12.00 /per Day	\$ -	
13 No. of Lunches	X 18.00 /per Day	\$ -	
14 No. of Dinners	X 25.00 /per Day	\$ -	
15 Transportation	No. of Miles: 300 x 0.655 /per Mile	196.50	
16 Other Expenses-Describe purchase:	Charter Bus and Rooms to PMEA District I	\$ 108.00	
17 Total Estimated Expenses		\$ 1088.50	
18 Cash Advance Amount Requested:			
19 Requester's Signature: 		2/27/2023	
20 Principal/Athletic Dir: 		2/27/23	

### ADMINISTRATION ROUTING

Superintendent:  2/27/2023

Director of Finance: \_\_\_\_\_

### BOARD OF EDUCATION AUTHORIZATION

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