



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 Band	2 Budget No: 10,110,810.000.30-800.121
3 Date(s) of Travel: 04/17/24 - 04/20/24	000-4700
4 Total # of Travelers: 4	
5 List of Schl Professionals Traveling: Traci Kelly	
6 List of Team Members Traveling:	
6 List Cont'd:	
7 Purpose: PMFA All-State Band - is in Wind Ensemble, invoice separately - included separate schedules are in Concert Band, invoice separately - included separate schedules I'm including my registration and concert ticket form. I'm staying at my house & will not need a hotel	

8 **Please attach a copy of any documentation that supports the reason for travel to this request.**

I'm driving to Erie and will claim mileage and meals but will not need a hotel.	Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee\$399 p/student - \$1197 + \$230	\$ 1,427.00		\$ -
10 No. of Days Substitute Required: 2 x \$ 123.00 /per Day	\$ 246.00		
11 Total No. of Nights and Rooms: 0 x /per Day	\$ -		
12 No. of Breakfasts 3 X 12.00 /per Day	\$ 36.00		
13 No. of Lunches 3 X 18.00 /per Day	\$ 54.00		
14 No. of Dinners 3 X 25.00 /per Day	\$ 75.00		
15 Transportation No. of Miles: 135 x 0.545 /per Mile	\$ 73.58		
16 Other Expenses-Describe purchase:			
17 Total Estimated Expenses	\$ 1,911.58		\$ -
18			

19 Requester's Signature: <u>Traci Kelly</u>	Date: 2/26/2024
20 Principal/Athletic Dir: <u>Kristi Schmitt</u>	Date: 2/27/24

ADMINISTRATION ROUTING

Superintendent: <u>Francesca</u>	Date: 2/28/24
Director of Finance: _____	Date: _____

BOARD OF EDUCATION AUTHORIZATION

Approved by the Board of Education on: _____ Date: _____