



# 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:	Dance Troupe	2 Budget No:	No cost to the district	
3 Date(s) of Travel:	November 10th & 11th 2023			
4 Total # of Travelers:	11 dancers plus 2 coaches			
5 List of Schl Professionals Traveling:	Riley Magherny			
6 List of Team Members Traveling:	Sarah LaCamera, Carmela Buffone, Alainsa Ansell, Gabriella Paree, Charlize Svihla,			
6 List Cont'd:	Avalon Armfield, Madalyn Stern, Shaffer Kinnee, Delaney Fox, Laci Dzuba, & Lourdes Armfield			
7 Purpose:	The Dance The Dance Troupe is requesting to attend a Regional competition in Commerce Charter Twp, MI at Walled Lake Northern High School. The regional competitions give the dancers experience and feedback to help them prepare for their Nationals in Orlando, Florida where the currently rank thrid in the nation.			
8 <u>Please attach a copy of any documentation that supports the reason for travel to this request.</u>				
		Estimated Expenses	PO#	Amounts Prepaid by the District
9 Registration Fee .....		\$ 560.00		\$ -
10 No. of Days Substitute Required:		x \$ 123.00 /per Day		\$ -
11 Total No. of Nights and Rooms:		x /per Day		\$ -
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:		x 0.655 /per Mile		\$ -
16 Other Expenses-Describe purchase:				
17 Total Estimated Expenses .....		\$ 560.00		\$ -
18 Cash Advance Amount Requested.....				
19 Requester's Signature: <i>Riley Magherny</i>		Date: 8/17/2023		
20 Principal/Athletic Dir: <i>Krista Schmitt</i>		Date: 8/18/23		

### ADMINISTRATION ROUTING

Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_  
Director of Finance \_\_\_\_\_ Date: \_\_\_\_\_

### BOARD OF EDUCATION AUTHORIZATION

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



**This page should be filled out with actual expenses after the event and returned to the Business Office within five (5) working days from the date of travel with attached itemized receipts.**

1 Name of Team: Dance Troupe				
2 Date(s) of Travel: November 10th & 11th 2023				
3 Total # of Travelers: 11 Dancers & 2 Coaches				
				Actual Expenses
				PO#
				Amounts Prepaid by the District
4 Registration Fee .....				\$ 560.00
5 No. of Days Substitute Required:		x	\$ 123.00 /per Day	
6 Total No. of Nights and Rooms:		x	/per Day	\$ -
7 Total Meals Expense	(cannot exceed daily limit total)			\$ -
8 Other Expenses-Describe purchase:				\$ -
9 Other Expenses-Describe purchase:				
10 Other Expenses-Describe purchase:				\$ -
11 Transportation	No. of Miles:		x 0.655 /per Mile	\$ -
12 Total Expenses .....				\$ 560.00
13 Less Advance Received (enter as a positive amount).....				
14 Total Amount to be Reimbursed (+) Returned (-)				\$ 560.00
15 Requester's Signature: <i>Riley Maghury</i>				Date: 8/17/2023
16 Depart Head Signature:				Date:

**ACCOUNTING INFORMATION**

Building Travel Acct No.: \_\_\_\_\_ No cost to the district

**ADMINISTRATION ROUTING**

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



**Brand**  
UDA

**Event**  
UDA - Great Lakes Dance Challenge

**City**  
Commerce Township

**State**  
MI

**Start Date**  
11/11/2023

**End Date**  
11/11/2023

[- Close Event Details](#)

#### Event Information

**Team Type:** School, All Star

**Event Type:** Dance

**Game Day:** Offered

**Location:**

Walled Lake Northern High School

6000 Bogie Lake Rd

Commerce Township, MI 48382

#### Brand Contact

**Universal Dance Association**

800.DANCEUDA

**Brand Website**

**AS DA:**

[hreyes@varsity.com](mailto:hreyes@varsity.com)

**HS DA:**

[acraisey@varsity.com](mailto:acraisey@varsity.com)

**REGISTER NOW**

**SHARE EVENT**