



Caldwell School District #132

Travel/Field Trip Approval Request

Form to be completed for all travel that is to be paid with district/school monies.
Submit to your administrator/supervisor, along with pertinent conference materials.

A separate request form is required for each employee.

This form is to be received in the Superintendent's office NO later than 2 weeks prior to traveling.

No arrangements are to be made until this form is approved by a superintendent.

All conference arrangements will be made through the district office, unless otherwise approved by the superintendent.

Date Request was received at District Office _____

Person Receiving Request _____

Name/School:

TRIO Upward Bound
Caldwell High School

DATE:

May 31, 2024

WILL STUDENTS BE TRAVELING?

YES ☒ NO ☐

IF YES, PLEASE ATTACH A LISTING OF ALL STUDENTS

DESTINATION:

Washington, D.C.

DEPARTURE DATE/TIME:

July 21, 2024 at 12:51 a.m.

RETURN DATE/TIME:

July 25, 2024 at 10:10 p.m.

PURPOSE OF TRAVEL:

Please see attached

OTHERS ATTENDING:

N/A

***FOOD SERVICE: MEALS REQUIRED: STUDENT: N/A ADULT: N/A

SUBSTITUTE REQUIRED?

YES ☐ NO ☒

DAYS SUB NEEDED: _____

REGISTRATION REQUIRED?

YES ☐ NO ☒

TOTAL COST OF REGISTRATION:

\$

(ATTACH REGISTRATION FORM)

FUND CODE _____

LODGING REQUIRED?

YES ☒ NO ☐

ESTIMATED ROOM CHARGE:

\$ 4000.00

FUND CODE _____

HOTEL INFORMATION:

ADDRESS:

Hyatt Regency Washington on Capitol Hill
400 New Jersey Ave NW, Washington, D.C. 20001

PHONE:

(202) 737-1234

FAX:

OF ROOMS NEEDED:

SINGLE/KING

1

DOUBLE

2

ROOMING WITH:

OF NIGHTS NEEDED:

SINGLE/KING

4

DOUBLE

4

AIRFARE REQUIRED:

YES ☒ NO ☐

ESTIMATED AIRFARE COST

\$ 5000.00

FUND CODE _____

H/S Trio

MINI BUS REQUIRED

YES ☐ NO ☒

Contact Business Office

\$

CALDWELL TRANSPORTATION

YES ☐ NO ☒

Contact Caldwell Transportation

\$

PRIVATE CAR

MILES AT

see mileage rates per www.irs.gov

\$

FUND CODE _____

PERSONAL REIMBURSEMENTS

PER DIEM RATES - SEE WWW.GSA.GOV FOR RATES

\$

MISC TAXI/SHUTTLE/PARKING/RENTAL

EST COST

\$

MISC:

MISC COST

\$

FUND CODE _____

TOTAL ESTIMATED COST:

\$

12,000.00

Benefit that this conference/travel will bring to the Caldwell School District and its students:

Please see attached.

All paid by H/S Trio account + grant
List of students attached.
Overnight

You will be responsible for notifying your Administrator/Supervisor, as soon as possible if you make any changes in regards to travel/field trip request.

If the district incurs any expense due to your change of plans, remuneration by the conference attendee may be assessed.

Joshua Engle

Participant Signature

May 31, 2024

Date

[Signature]

Administrator Approval of Trip and Expenditures

5/31/24

Date

Dr. V. Shulene Dool

Superintendent Approval

5/31/24

Date

OFFICE USE ONLY

Date of Board Approval _____

COPIES TO:

_____	Request Originator	
_____	Approving Administrator	
_____	Business Office	Lisa Hammer/Cheryl Sanderson
_____	Sub-Coordinator	Elsa Leon
_____	Food Service	

On April 30, 2024, the Deputy Dean of Admissions, Undergraduate Admissions for Johns Hopkins University visited the TRIO Upward Bound program at Caldwell High School.

On May 15, 2024, I received an email from the Deputy Dean of Admissions, Undergraduate Admissions asking if there were ways to financially support the program's work this summer through a sponsorship opportunity of up to \$10,000.00.

In subsequent discussions, we have agreed that I would take a small group of TRIO Upward Bound students at Caldwell High School on a trip to Washington, D.C. The trip will include a campus visit to Johns Hopkins University.

In addition, we tentatively plan to tour one university in Washington, D.C. and take part in several cultural events (tour National Museum of African American History & Culture, attend a Washington Nationals baseball game, etc.). These opportunities are invaluable because they are not experiences typically afforded to our students.

Our TRIO Upward Bound program does not have the mechanisms to accept monetary donations, so the sponsorship check would be made out to Caldwell High School.

All of the processes (parent/student information meeting, permission slips, etc.) would be done in accordance with our TRIO Upward Bound policies and procedures, as is typically done for all TRIO Upward Bound events involving Caldwell High School students.

Thank you for your consideration.

List of attendees (with rooming assignments):

Single Room:

Joshua Engler (Chaperone)

Double Room:

Lizbeth Calvillo

Xitlali Camacho Hinojoza

Double Room:

Jordan Lopez

Erick Ramirez