Out-of-State Travel Requests  
Board Meeting Date: 9/12/16

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<th>Employee</th>
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<th>Date(s)</th>
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<td>Montgomery, AL</td>
<td>HIPPY Preservice Training-Supervisor's Training</td>
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Hamilton County School District
Trip Request Form

1. Is this trip within the state of Florida?
   □ Yes  □ No

2. Is this trip 100 miles or less (one way) from the school?
   □ Yes  □ No

If the answer to either question is "No," approval of the Board is required prior to date of travel.
Submit to the Office of the Superintendent by the applicable due date (see board meeting schedule):
- the completed Agenda Request Form (HCS 3016)
- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

If the answer to both questions is "Yes," approval of the Superintendent is required prior to date of travel.
Submit to the Office of the Superintendent not less than ten (10) workdays prior to date of trip:
- the completed trip request form
- the appropriate supporting documentation (lesson plans for field trips; relevant information for extra-curricular trips)

School: Hamilton County H.S.
Date(s) of Trip: Jan 19-21, 2017
Destination: Washington D.C.
Departure Time: Jan 19, 3 A.M. Return Time: Jan 21, 11 P.M.

Purpose: □ Field Trip  □ Extra-Curricular Trip
Class or Group: HCHS Middle & High Student Govt. Assoc.
City/State: Washington D.C.
Number of Students: 30

Cost for students: $1410.00 per student
Cost for transportation: $843.00 per bus
Total cost: $2253.00

Chaperones:
Horacio Perez Sr
April Perez
Christina Mosteller

*Signature of Teacher/Sponsor: [Signature]
Date: 9/9/16

*Teacher/sponsor is responsible for the following items and must check the boxes to confirm that:

☑️1. Approval from grant administrator has been obtained if grant funds will be used to pay for the trip.
☐2. The cafeteria manager has been notified of the trip, either to have lunches prepared or to advise that students will be off campus.
☐3. Clearance from the bookkeeper has been obtained.
☐4. The transportation office has been advised of the pending trip (at least 10 workdays prior to the proposed travel date).

☑ Approved  ☐ Rejected
Signature of Principal/Administrator: [Signature]
Date: 9/9/16

☑ Approved  ☐ Rejected
Signature of Superintendent
Date

Approved by
Hamilton County School Board

Signature of Superintendent
Date

HCS 3030 (Revised 04/15)
HCHS Student Government Association class officers would like to plan to attend the 2017 Presidential Inauguration in Washington, D.C. on January 20, 2017. The details for the trip are as follows:

**COST:**

Transportation:
- Bus: $5950 + DRIVER ROOM - $150 per person (Mike’s Charter Service) OR
- Fly: $167.00 per person
- Metro card: $20 per person

Hotel:
- Embassy Suites, Vienna, VA - $370 per night/ $185 per person

Food:
- Breakfast included; 7 meals minimum 4 @ $10, 3 @ $15 - $85
- (this will be an individual decision on how much to bring with $85 being the minimum; these funds will not be fundraised)

Chaperones:
- Depending on the amount of students that participate, we plan to include approximately 6 chaperones. Chaperones will be responsible for their cost.

**TOTAL COST PER PERSON: $440-$500**

**TENTATIVE ITINERARY:**

**Thursday, Jan 19**
- Depart HCHS @ 3am
- Make stops for breakfast & lunch
- Arrive in Vienna, VA at approximately 6 pm

**Friday, Jan 20**
- Leave hotel by 7am
- Take Metro to DC- National Mall to watch swearing in
- Eat lunch
- Watch Inaugural Parade – 2:30 pm
- Possible tour of Pentagon or White House
- Dinner
- Return to hotel to pack

**Saturday, Jan 21**
- Depart from hotel @ 9 am
- Make lunch & dinner stops
- Arrive at HCHS @ approximately 11 pm

Metro info: www.wmata.com
Inauguration info: www.freetoursbyfoot.com