

AUBURN SCHOOL DISTRICT

Travel Form Descriptions & FAQs

#1: [Field Trip Application:](#)

This form **is required** for a whole class or grade of students to be away from their normal classroom in order to attend an educational experience on a *single-day*.

Field Trip Examples: Choir, Orchestra, Band, DECA, Jr. Achievement, White River Valley Museum, Mary Olson Farms, Zoo visits

- **Submit 4 weeks prior to the field trip.**
- Field trips are defined as travel away from school premises, under the supervision of a teacher, with an approved course of study, for the purpose of affording students a direct learning experience not available in the classroom.” **ASD Policy No. 2320P**
- Field trips that do not provide an approved course of study (i.e., going to the movies), or that expose students to unnecessary risk (i.e., Wild Waves) will be denied.
- If coverage is needed for students not participating in the trip, the teacher would need to make arrangements for those students not attending.
- Please be sure the form is filled out accurately and as completely as possible including necessary substitutes and proper billing.

#2: [Staff Prior Release Travel Request:](#)

This form **is required** for student day and overnight trips and all staff travel requests to be away from their normal building assignments.

Staff Prior Release Staff Only Examples: Conferences/seminars, professional development, team building activities
Staff and Student Prior Release Examples: Athletics Competitions/tournaments, club activities, CTE competitions, AVID/Gear-up/College visits

- **All overnight travel involving students requires board approval. Staff trips out of WA state requires school board approval.** (Exceptions for staff only: overnight in cities contiguous with Washington State: Portland, OR; Vancouver, BC; Coeur d’Alene, ID.)
- **Submit 6 weeks prior to travel for trips requiring School Board approval** with more time given for those trips involving the purchase of airline tickets and/or conference registration. District travel cards cannot be available to travelers until their trip has been approved by the school board and a Purchase Order has been submitted.
- **Submit 4 weeks prior to travel for staff only in-state trips.** Please note that district travel cards cannot be available to travelers until their trip has been approved by Dept of School Programs and a Purchase Order has been submitted.
- Please be sure the form is filled out accurately and as completely as possible including necessary substitutes and proper billing.