

AUBURN SCHOOL DISTRICT  
**Travel Form FAQs**

**Q: Should I complete both forms for my trip to be on the safe side?**

*A: No. Only one of the forms is needed. All overnight stays require using the Staff Prior Release Request. Single-day field trips for a whole class or grade can use the Field Trip application form.*

**Q: How many teacher/parent chaperones do I need for my field trip?**

*A: Auburn School District policy requires a minimum of 1 adult for every 10 students for field trips. (Requirements are higher when attended by students who require a 1:1 para.)*

**Q: Must chaperones ride on the bus or can they drive separately in their own car?**

*A: For Athletics/Activities, coaches and advisors must ride on the bus with their students. For general field trips, the preferred choice would be to have chaperones riding on the bus with students. However, under certain circumstances, it is acceptable to have chaperones drive separately if needed, when there is adequate adult supervision on the bus.*

**Q: Can adult workers at the event venue satisfy our chaperone requirements?**

*A: No. Under most circumstances, the 1:10 adult student ratio must be satisfied by Auburn School District employees/volunteers/parents who will chaperone the students for the entirety of the trip.*

**Q: What do I do when I don't know what account codes will be used?**

*A: Do not turn in paperwork without account codes. Check with your supervisor for the appropriate account code needed to pay for trip expenses. Trip paperwork without account codes will be returned for completion.*

**Q: We have multiple teachers going on the field trip. Do they each need to fill out a travel form?**

*A: No. Only one form for the trip per building, to include all adults and chaperones attending. If additional space is needed, attach a list of additional chaperones/staff.*

**Q: Do I need to submit my travel forms in duplicate?**

*A: No. The travel forms are single pages and no duplicates are needed.*

**Q: Do I have to fill out a travel form to attend a conference?**

*A: Yes. A completed travel form is necessary to receive approval to attend a conference or any event away from your normal building assignment.*

**Q: My trip does not conflict with any school/work dates (weekends, holidays, breaks, summer). Do I need to fill out a travel form?**

*A: Yes. A travel form is required by risk management for all work related travel.*

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**Q: How far in advance do I need to submit trip paperwork when purchasing airline tickets?**

*A: Trips involving air travel and/or conference registration should be submitted as soon as possible, and no later than 6 weeks prior to departure.*

**Q: Can I purchase my airline tickets before the School Board approves my travel?**

*A: Board approval is necessary for ticket acquisition, but in some cases “prior administrative approval” may be given when the Dept. of School Programs and the building principal agree to an exception.*

**Q: My trip is tentative – should I submit travel plans or wait until I know for sure?**

*A: It’s best to obtain approval for tentative plans ahead of time rather than waiting until the last minute to try to get approval for a late submission. An approved trip that doesn’t occur has no consequences.*

**Q: My trip expenses are all covered by an outside organization – do I need to submit a travel form even if there are no expenses to the district?**

*A: Risk management requires all traveling employees be listed and approved, regardless of the funding source. Please indicate on the travel form if the trip expenses are not being paid by the district.*

**Q: When will I find out if my trip has been approved?**

*A: Once trip paperwork is submitted and processed, an email with a link to an approved and signed request form will be sent to you.*

**Q: What if my trip details change (change of chaperones, dates, # of students, etc.)?**

*A: Please notify the Department of School Programs of any changes in your trip as major changes may require the Board to rescind initial approval, or to take action to grant new approval.*

**Q: When can I get my travel card from the business office for my trip?**

*A: As soon as you 1.) receive notification that your trip has been approved, and 2.) submit a Purchase Order in Skyward for the estimated cost of rooms and travel.*

**Q: How do I submit for reimbursement of travel expenses not charged to the travel card?**

*A: Please see the [ASD Policy 6213P](#) for reimbursement procedures using the [correct Travel and Expense Claim Form](#).*

*Additional Resources regarding Field Trips - [ASD Policy 2320P](#)*