

TRAVEL REQUEST FORM

(Prior to Out-Of-State/Overnight Travel)

Please attach documentation/information regarding meeting dates, times, conference site, etc. to this request.

(This request must be submitted a minimum of two (2) weeks before a Regular Board Meeting to the Superintendent's Office)

Full Name: Nolan Price			
Group/ Organization: High School Swim Team			
Activity Attending: Swim Meet		Leave Date: Nov 19, 2026	Return Date: Nov 20, 2026
Date of Request: 8/26/2026	Cell Phone No.: 405-434-3674		
Destination: Conway, Arkansas			
Purpose of Trip/Nature of Official Business: Swim Meet			
Members/ Sponsors/ Chaperones Attending: 5			
MUST BE COMPLETED FOR STUDENT OUT OF STATE/OVERNIGHT TRAVEL (You must submit a list of students attending. And a list of chaperones/sponsors with cell phone numbers)			
Number of Students Traveling: 20		Number of Sponsors/ Chaperones: 5	Will students miss class time? YES
How much class time will students miss? Two Days		Will fundraising be done for the trip? YES (Attach Fundraising Details Estimated Cost/Profits)	
Assurances: As the main sponsor of this Out of State/Overnight Trip, I assure the School District that I will enforce the Board Policy and Guidelines regarding Out of State/Overnight Trips, uphold and enforce all school rules and submit all required paperwork prior to departure time.		Signature of Sponsor: <i>Nolan Price</i>	
ESTIMATED EXPENSES-		Fund/ OCAS:	School Bus Needed: YES
Lodging:	1100	Booster	Conference/ Activity Name: n/a
Transportation:	200	General Budget	Hotel Name & Address, Single Room Rate: \$100, Address: 2330 Sanders St, Conway, AR 72032
Registration:	350	In school	DESTINATION: (In order to expedite Prepaid Airfare, please furnish your choice of Airline & Flight # of travel requested.) Conway Arkansas
Parking:	0	N/A	Departing From: Shawnee
Miscellaneous:	800	Food, Booster	Departure Flight Details: N/A
Prepaid Airfare:	0	N/A	Returning Flight Details: N/A
Per Diem:	0	N/A	Signature of Principal: <i>G. Holland</i>
			Signature of Executive Director:
GRAND TOTAL:	2550	Signature of Superintendent: <i>[Signature]</i>	Date of Approval: 9/2/26