

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District

II. Initiator Julie Ann Robinson Phone 847-509-2431

Position Director of Theatre Date of Submission 6/5/09

III. **Date and Times of Leave/Return**

Total Number of School Days Missed per Person 1 (10/23/09)

Departure Date/Time 10/23/09 - 7am Return Date/Time 1/25/09 - 9pm

IV. **Name of Individuals Participating in Tour:** (Attach list if necessary.)

Teachers and Staff Julie Ann Robinson, Joel Managhan, Pat Murphy

Students TBA

V. **Description, Destination, and Reason for Trip**




Theatre Tour to New York City to see Broadway Shows

VI. **Cost of Trip**

Was this trip included in your Dept. Bldg. District Budget?

	Total Amount	Per Person	Account #
Registration	_____	_____	_____
Lodging	_____	_____	_____
Meals (Advance)	_____	_____	_____
Judging	_____	N/A	_____
Substitute Teacher	_____	N/A	_____
Transportation	_____	_____	_____
Air	_____	_____	_____
Bus/Car	_____	_____	_____
District Total	_____	N/A	N/A
Cost to Student	_____	\$1369.00	N/A

VII. **Approval**

 _____ Supervisor	 _____ Principal	 _____ Superintendent
<u>6/5/09</u> Date	<u>6/5/09</u> <u>6/8/09</u> Date	<u>7/8/09</u> Date

Reminder: No purchase or expenses prior to Board of Education approval.