

GLENBROOK HIGH SCHOOLS

Travel Requests Requiring Board of Education Approval

I. School GBN ~~X~~ GBS _____ GBE _____ GBOC _____ District _____
 II. Initiator Katie Jones Phone 847-480-7256
 Position teacher / sponsor Date of Submission 3/11/09

III. Date and Times of Leave/Return
 Total Number of School Days Missed per Person 3
 Departure Date/Time April 28, 2009 8:00pm Return Date/Time May 3, 2009 2:00pm

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)
 Teachers and Staff Katie Jones
 Students Tony Griffin, Ethan Steinberg, Eric Lachman, Sonia Lakhani, Jen Lang, David Maxwell, Sam Sherman

V. Description, Destination, and Reason for Trip
DECA National Competition
Anaheim, CA
Final competition of the year

VI. Cost of Trip
 Was this trip included in your Dept. _____ Bldg. District Budget?

	Total Amount	Per Person	Account #
Registration	880.00		
Lodging			
Meals (Advance)	140.00	140.00	
Judging		N/A	
Substitute Teacher		N/A	
Transportation			
Air	<u>See attached</u>		
Bus/Car			
District Total		N/A	N/A
Cost to Student			N/A

VII. Approval
[Signature] [Signature] [Signature]
 Supervisor Principal Superintendent
3/12/09 3/12/09 3/17/09
 Date Date Date

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

Request For Travel
With Cost to Student

COST FOR TEACHERS & STAFF

Total Number of Staff:

1

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
Per Day Cost	\$32.00

	Per Person	Total(Cost times # of staff)	Account#
Food	\$140.00	\$140.00	2971690
Transportation:			
Air	\$413.20	\$413.20	920162
Bus/Car	\$0.00	\$0.00	
Lodging	\$1,160.00	\$1,160.00	920162
TOTAL	\$1,713.20	\$1,713.20	

COST FOR STUDENTS

Total Number of Students:

7

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Transportation:					
Air	\$431.00	\$3,017.40	\$754.35	\$2,263.05	820162
Bus/Car	\$0.00	\$0.00	\$0.00	\$0.00	
Lodging	\$497.15	\$3,480.05	\$870.01	\$2,610.04	820162
TOTAL	\$928.15	\$6,497.45	\$1,624.36	\$4,873.09	

COST OF REGISTRATION, JUDGING and/or OFFICIATING

	Total Cost	Account#
Registration	\$880.00	2971690
Judging/Officiating	\$0.00	
TOTAL	\$880.00	

TOTALS

COST TO DISTRICT:	\$7,466.29	(Staff total plus Registration plus Total District Cost 75%)
COST TO STUDENT:	\$1,624.36	(Total of the 25% student cost)
COST OF TRIP:	\$9,090.65	(Cost to District plus Cost to Student)