

# GLENBROOK HIGH SCHOOLS

## Travel Requests Requiring Board of Education Approval

I. School GBN GBS GBE GBOC District \_\_\_\_\_

II. Initiator Alma Nicholson Phone X 2672  
 Position Head Coach, Speech Team Date of Submission 11/3/08

III. Date and Times of Leave/Return  
 Total Number of School Days Missed per Person 1  
 Departure Date/Time 12/11 3pm Return Date/Time 12/14 2pm

IV. Name of Individuals Participating in Tour: (Attach list if necessary.)  
 Teachers and Staff Alma Nicholson, Greg Malis, Joe Quinlan  
 Students Kyle Zak, Samantha Hopkins, Melissa Lee-Litowitz, Vaibhav Ganesh, Sami Miller




V. Description, Destination, and Reason for Trip  
National invitational speech tournament @ Isidore Newman School in New Orleans (We've attended last 2 yrs)

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			N/A

See Attached

VII. Approval

 _____ Supervisor <u>11/4/08</u> _____ Date	 _____ Principal <u>11/5/08</u> _____ Date	 _____ Superintendent <u>11/6/08</u> _____ Date
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**Reminder:** No purchase or expenses prior to Board of Education approval.

**COST FOR TEACHERS & STAFF**

Total Number of Staff: 3

Meals for Staff	
Breakfast	\$4.00
Lunch	\$8.00
Dinner	\$20.00
<b>Per Day Cost</b>	<b>\$32.00</b>

	Per Person	Total(Cost times # of staff)	Account#
Registration	\$0.00	\$0.00	
Food	\$90.00	\$270.00	247332
Transportation:			
Air	\$250.00	\$750.00	2317
Bus/Car	\$0.00	\$0.00	
Lodging	\$250.00	\$750.00	247332
Judging/Officiating	\$0.00	\$0.00	
<b>TOTAL</b>		<b>\$1,770.00</b>	

**COST FOR STUDENTS**

Total Number of Students: 5

	Per Person	Total(Cost times # of students)	Student Cost 25%	District Cost 75%	Account #
Registration	\$0.00	\$0.00	\$0.00	\$0.00	
Transportation:					
Air	\$250.00	\$1,250.00	\$312.50	\$937.50	2317/820740
Bus/Car	\$100.00	\$500.00	\$125.00	\$375.00	2317/820740
Lodging	\$150.00	\$750.00	\$187.50	\$562.50	247332/820740
<b>TOTAL</b>		<b>\$2,500.00</b>	<b>\$625.00</b>	<b>\$1,875.00</b>	

**TOTALS**

COST TO DISTRICT:	\$3,645.00	(Staff total plus total district cost 75%)
COST TO STUDENT:	\$625.00	(Total of the 25% student cost)
COST OF TRIP:	\$4,270.00	(Cost to District plus Cost to Student)

Note that registration is 0.00 because one of the staff members is a member of the tournament staff, which also explains why 3 adults are accompanying 5 students. If one of the coaches did not attend, the transportation costs would decrease, but the registration fees would increase, so the next effect is 0.00