

*INTERNATIONAL OR EXTENDED DOMESTIC TRAVEL***TRIP DETAIL SUMMARY AND SAFETY PLAN****Western Dubuque Community School District**Must be submitted at least 12 weeks prior to departure.

<b>School:</b>	
<b>Group:</b>	
<b>Departure Date/Time:</b>	<b>Return Date/Time:</b>
<b>Teacher/Coach/Advisor who is Primary Contact:</b>	<b>Cell phone # during travel:</b>
<b>Destination — Attach</b>	
<input type="checkbox"/> <b>Departure and return flight information</b> <input type="checkbox"/> <b>Detailed itinerary showing dates and means of travel, overnight stay locations, etc.</b>	
<b>Participants — Attach</b>	
<input type="checkbox"/> <b>Roster of students with age, grade level, parent name and contact information</b> <input type="checkbox"/> <b>Roster of staff members and other chaperones accompanying students, along with local contact information and individual cell phones for contact during travel</b>	
<b>Tour/Travel Company (provide address, phone #, e-mail and name of contact):</b>	
<b>Additional Required Documentation — Attach</b>	
<input type="checkbox"/> <b>Previously approved <i>Trip Proposal</i> showing Board approval</b> <input type="checkbox"/> <b>Completed <i>Trip Plan Checklist</i></b>	

Approved: May 14, 2012

Reviewed:

Revised:  
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