



Overnight Field Trip Approval Process

****Effective 10/30/23, the field trip approval process for all overnight field trips or any trip using the student travel equity fund has been modified as follows:**

- 1) Field trips requiring Board approval: No less than **60** days prior to the Board submission deadline, the [Approval to Plan form](#) needs to be filled out & attached to the [supplemental info Google form](#).
 - a. All out-of-state and foreign travel shall require prior Board approval - except for travel up to 150 miles from the PPS headquarters.

Field trips **not** requiring Board approval: No less than **30** days prior to trip departure, the [Approval to Plan form](#) needs to be filled out & attached to the [supplemental info Google form](#).

- 2) The Assistant Superintendent will review the Approval to Plan form and supplemental info Google form. Once the Assistant Superintendent has reviewed and approved the Approval to Plan form, the form will be sent to the school and Risk Management.
- 3) After the Approval to Plan form is signed by the Assistant Superintendent, schools will research costs & what to book/reserve then submit the [Pre-Travel/Training Authorization form](#) to their principal/supervisor for signature.
- 4) Once the Assistant Superintendent approves the Pre-Travel/Training Authorization form, reservations can be made, and plans can be booked.
- 5) Schools will then fill out the [Wilderness-Overnight-International Trip Request Form](#) in its entirety, and submit the packet with supporting documentation, to Risk Management for trip approval.
- 6) Once the trip is approved by Risk Management, Risk will send the trip packet to the Assistant Superintendent for signature.
- 7) For trips requiring Board approval, Risk Management will submit the trip packet to the Board office for approval at the next available Board meeting.