

**Application for
Community Based Instruction (CBI) Trip Approval
Application due one month in advance**

1 CBI trip per quarter; maximum annual expense is \$350
(includes driver @\$26.78/hr., mileage expenses @\$1.25/mile)

Teacher making request: _____ Date: _____

School: _____ Date of CBI: _____

Location of trip: _____ Number of miles round trip: _____

Principal Approved? Yes No

Amount of time required for trip: (Check) 1 hr. 2hrs. 3 hrs.
(No approvals for ½ or full day trips.)

Goals to be addressed: _____

of students attending CBI: _____

Amount of supervision required/personnel needed: _____

Is a health plan required for student(s) attending the trip? Yes No
If yes, explain: _____

Are there other costs/fees for CBI location not included in just transportation costs such as registration fees? Yes No If yes, please see your principal to cover these costs.

Please complete this application one month in advance. Submit the application to your facilitator. (Cannot guarantee approval if less than one month in advance.)

- Approved
- Disapproved

Kym Marshall Date Steve Hewitt Date

Code: _____

Copy to: Facilitator, Steve Hewitt, Original to Applicant