Form 140LD
Rev. 8/05

MT. LEBANON SCHOOL DISTRICT
7 Horsman Drive
Pittsburgh, PA 15228

LONG-DISTANCE – EXTENDED TRAVEL
Request for Travel

DIRECTIONS: This form is to be used to request permission to travel on a long-distance trip. Please refer to the flow chart on the next page for the specific procedure and timelines.

Extended Travel is defined as travel of more than a 250-mile radius of Mt. Lebanon School District. All requests for extended travel by school groups require prior Board approval. They shall bear a Principal's signature and be approved by the Principal and in the Office of the Assistant Superintendent no later than the first day of the month for Board approval. (Policy JJH).

Date form submitted: 1

Group requesting travel: Mt. Lebanon Wrestling Team
Sponsor(s): Tyler Daffinee, Wrestling Coach
Destination: Spencerport High School, Spencerport, New York
Event: Teike-Bernabi 2026 — December 29, 2026
Departure Date: December 28, 2026 Time: 9:00 AM
Return Date: December 30, 2026 Time: 2:00 PM

Is this trip annual? Yes ☒ No
Number of students attending: 15 *(A copy of permission forms (Form 143) for all travelers to be filed with Building Principal before departure.)*
Number of chaperones attending: 4
Number of substitutes required: 0
Number of student days missed: 0
Transportation (number of vehicles required):

Private Car ☒ Rental Car School Bus Chartered Bus Public Carrier

If flying by plane or chartering a bus, which company is being used?
(Three quotes are required for contracted carriers. Submission of quotes must accompany this form. Chartered bus carriers must provide a certificate of insurance. Such certificate must be in the Finance Office prior to trip.)

Please provide a detailed description of how this trip is aligned with the curriculum, the process used to determine the location of the trip, the cost per student to travel, and who will be paying the expenses of the trip.

Supervisor Approval: (Yes) No

Danny Bongiovanni — Signature

11/4/26 — Date

Principal Approval: (Yes) No

[signature] — Signature

11/5/26 — Date

Assistant Superintendent Approval: Yes No

Signature

Date

School Board Approval: Yes No

Signature

Date

(over)