

REQUEST FOR FIELD TRIP APPROVAL - Pg 2

Explain how meals will be provided for the students:

Explain how this trip will be funded:

List here or attach a separate sheet to explain the event itinerary:

Transportation Costs as computed by Transportation Supervisor through the Transportation Request Form:

Estimated Mileage – Round Trip _____ miles x \$ 2.90 _____ (A) Subtotal (A+B+C) _____ (D)
 Labor Cost for Driver _____ hours x \$35.00 _____ (B) Number of Buses _____ (E)
 Labor Cost for Attendant if needed _____ hours x \$24.00 _____ (C) Estimated Total (DxE) _____ (F)

Expenses Detail & Responsibilities

Expense Category	Expense Responsibility by Group			Total Trip Cost (all participants)
	District Cost	Booster Club	Student Cost	
Transportation				
Food				
Lodging				
Fees/Tickets/Misc				
TOTAL EXPENSES				

Student Expense Responsibility (if applicable):

Expense Detail for Student				
Transportation	Food	Lodging	Fees/Tickets/Misc	Total Cost of Trip

Group Leader responsible for contents of this application: _____
(signature/date)

Principal Approval: _____
(signature/date)

Assistant Superintendent of Curriculum, Instruction & Assessment Approval: _____
(signature/date)

Date of First BOE Reading: _____

Date of Second BOE Reading: _____

Date of Board of Education Approval: _____