

# FIELD TRIP REQUEST

GRADE/DEPARTMENT \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

TEACHER \_\_\_\_\_

FIELD TRIP DESTINATION \_\_\_\_\_

FIELD TRIP DATE \_\_\_\_\_ # OF STUDENTS INVOLVED\* \_\_\_\_\_

EDUCATIONAL PURPOSE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

*\* Please be sure to provide a list of all students attending the field trip to the office prior to your trip, and email School Foods Manager with the number of students if you will be missing school lunch.*

## EXPENSE

EVENT FEE(S) \_\_\_\_\_ TOTAL \_\_\_\_\_

BUS COSTS: MILES \_\_\_\_\_ @ .85/MI \_\_\_\_\_  
TOTAL \_\_\_\_\_

FUEL: \_\_\_\_\_ MILES/8 MILES TO GAL. @ \_\_\_\_\_ /GAL\*\*  
TOTAL \_\_\_\_\_

DRIVER: DRIVE TIME \_\_\_\_\_ @ \$16.09/HR STANDBY HRS @ \$12.75/hr  
TOTAL \_\_\_\_\_

*(drivers must be here 15 min. before scheduled departure time, which is considered driving time, as is any time they are warming bus up or preparing to drive)*

\*\*CALL ADMIN OFFICE TO GET THIS FIGURE

OTHER \_\_\_\_\_  
TOTAL \_\_\_\_\_

**TOTAL EXPENSE** \_\_\_\_\_

I HAVE CONFIRMED CHAPERONES Y N

I HAVE TURNED SIGNED CHAPERONE/VOLUNTEER SHEET IN TO PRINCIPAL Y N

Name \_\_\_\_\_

Name \_\_\_\_\_

I HAVE MADE TRAVEL ARRANGEMENTS Y N

I HAVE WRITTEN PARENTAL PERMISSION FOR EACH CHILD ATTENDING Y N

SACK LUNCHES NEEDED Y N

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
PRINCIPAL'S SIGNATURE

\_\_\_\_\_  
DATE

IF OUT OF STATE, DATE APPROVED BY BOARD OF TRUSTEES \_\_\_\_\_

CC: School Foods Director (if applicable)

Revised