

Secretary _____
 Principal _____
 Accounting Clerk _____
 Cafeteria _____

FIELD TRIP REQUEST

Your name:	Date of Trip: Times of Trip:	What subject area of curriculum does the trip support?
Name of teachers going on trip:	Where are you going? Give complete address and description:	What curriculum outcome does the trip support?
What is objective of the trip?	What pre-field trip activities and follow up activities have been planned?	How will you determine the effectiveness of the trip?

Formula for figuring bus costs..... Round Trip # of miles _____ \$ 2.00 per mile = \$0.00 \$24.00 X 3.5 hrs.(min.) = \$84.00 extra hours _____ \$24.00 per hr X extra hours = \$0.00 Subtotal cost per bus = \$84.00 # of buses = _____ TOTAL EST. Transp. \$0.00	Admission fee per student _____ # of students attending _____ SUBTOTAL - STUDENT ADMISSION \$0.00 Admission fee per adult _____ # of adults attending _____ SUBTOTAL - ADULT ADMISSION \$0.00 TOTAL ADMISSION \$0.00	See Accounting Clerk for Purchase Order at least two weeks before field trip!! DO NOT TAKE CASH ON FIELD TRIP!
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TOTAL COST
ADMISSION & BUSES **\$0.00**

ARE THERE ANY OTHER COSTS?
 YES _____ Explain:
 NO _____

Are the students being charged for the trip?
 YES _____ How much per student? _____ \$0.00
 NO _____

COMPLETE THE FOLLOWING INFORMATION REGARDING DUTY COVERAGE

Location of my duty _____
 Time of duty _____
 No duty _____

Teacher covering my duty _____
 My name is _____

FOR OFFICE USE ONLY

Principal's Signature _____
 Approved _____
 Not approved _____
 Need more specific information _____

Copy given to teacher _____
 Date _____