

FIELD TRIP ADVANCE REQUEST

Date Submitted		<p align="center">IMPORTANT NOTICE</p> <p>By signing and submitting this form you agree that the trip expenses will be paid by the funds indicated. The district reserves the right to deny a field trip if bus drivers can't be located. No field trips will be scheduled after May 1, 2017.</p>	
Site Name			
Requested By			
Field Trip Destination			
Number of Students			
Estimated Total Miles			
Estimated Total Trip Time			
Departure Date & Time			
Purpose of Field Trip			
Trip Expenses Paid By	Activity Fund__ General Fund__ Athletic Fund__ Other__		
Requested By – Signature		Date signed	
Principal Signature		Date signed	
Approval Signature		Date Approved	

Anticipated Expenses (To be completed by Transportation)

Type of Expense	Description of Expense	Total Miles	Cost per gal	Total Expenses
In Town Trip	\$30 per bus plus the cost of the bus driver	N/A	N/A	\$
Driver	Driver expense based on time	N/A		\$
Fuel	Fuel will be figured by the cost of a gallon. Every 5 miles.			
		Grand Total		\$

Notes: