

FIELD TRIP APPROVAL APPLICATION

- 1. Curriculum Area/Department Sponsoring Field Trip: _____
- 2. Requested by (staff member): _____ 3. Building: _____
- 4. Date of Departure: _____ 5. Date of Return: _____
- 6. Time of Departure from School: _____ 7. Time of Return to School: _____
- 8. Destination: _____ 9. Number of school days involved in trip? _____
- 10. Who will make the trip? _____ 11. Number of Riders: _____
- 12. Student Cost (approximate): _____ 13. Building Cost (approximate): _____
- 14. How will the funds for the trip be obtained? _____
- 15. How does this field trip relate to the objectives in the curriculum? (Be specific and include how you will evaluate whether or not the field trip has been an asset in teaching the objectives in the curriculum).

*16. Attach a detailed itinerary to this application including all travel plans and housing arrangement when necessary.

17. Staff member: _____ date: _____
SIGNATURE

18. Principal/Administrator: _____ date: _____
SIGNATURE

19. Superintendent (if necessary): _____ date: _____
SIGNATURE

OFFICE USE-Expense Calculation Summary

Number of roundtrip miles driven: _____ = Fuel cost: \$ _____

Bus driver total hours: _____ = Driver cost: \$ _____

Total field trip cost to be paid by group/school: \$ _____