## FIELD TRIP REQUEST

	Times of Trip:	does the trip support?
	Times of Trip.	
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	Admission fee per student	
Round Trip # of miles	# of students attending	
\$ 2.00 per mile =	\$0.00 SUBTOTAL - STUDENT ADMISSION	\$0.00
\$24.00 X 3.5 hrs.(min.) =	\$84.00 Admission fee per adult	
extra hours	# of adults attending	
\$24.00 per hr X extra hours =	\$0.00 SUBTOTAL - ADULT ADMISSION	\$0.00
Subtotal cost per bus =	\$84.00	
# of buses =	TOTAL ADMISSION	\$0.00
TOTAL EST. Transp.	\$0.00	
See Accounting Clerk for Purchase Or	der at least two weeks before field trip!!	DO NOT TAKE CASH ON FIELD TRIP!
ADMISSION & BUSES  ARE THERE ANY OTHER COSTS?  YE N	·	
Are the students being charged for	the trip?	
YE	S How much per student?	\$0.00
N	0	
COMPLETE THE FOLLOWING INFOR	MATION REGARDING DUTY COVERAGE	
Location of my dut		_
	y	
No dut	y	
Teacher covering my dut	v	
My name		-
FOR OFFICE USE ONLY		
Principal's Signatuı	re	
Approve	ed	-
Not approve	ed	
Need more specific information	on	
Copy given to teache	er	
Dat		

Appendix E Updated 3/10