

**FIELD TRIP ADVANCE REQUEST**

Date Submitted		<p align="center"><b>IMPORTANT NOTICE</b></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.</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.			
		<b>Grand Total</b>		\$

Notes: