BILLINGS PUBLIC SCHOOLS
Out-Of-State Field Trip Application

Date: _______  School: _______

Instructor: _______

Organization: _______

Type of Trip: _______  Destination: _______

Date of Trip: _______  School Days Missed: _______

No. of Students: _____ Male  _____ Female  
No. of Chaperones: _____ Male  _____ Female

Estimated Expenses:

| Mode of Transportation: | Cost: _______ |
| Lodging (Type): | Cost: _______ |
| Meals: | Cost: _______ |
| Misc.: | Cost: _______ |

Total Estimate: _______

Cost per Student: _______

Educational value and reason for taking trip: _______

Methods of fund raising: _______

Cost to School District: _______

_________________________________________________________ Date

Director/Sponsor/Instructor Signature

_________________________________________________________ Date

Principal/Director Signature

_________________________________________________________ Date

K-12 Executive Director Signature

_________________________________________________________ Date

Superintendent Signature

APPLICATION MUST BE PRESENTED AT LEAST 45 DAYS PRIOR TO THE TRIP. APPROVED AND SIGNED FORM WILL BE EMAILED TO BOARD OF TRUSTEES

*For any overnight trips if both female and male students going there must be both a female and male chaperone attending as well.

*If multiple BPS schools are traveling together/attending the same event, chaperones can be shared.

March 2018