



St. Martin Parish School Board
Request for Extra Bus Trip/Field Trip Request

PARISH FORM 16
(REVISED 9/2006)

School/Organization:

Date of Trip: Time From: To

Bus Number(s) 1. Driver:
2. Driver:
3. Driver:
4. Driver:

Purpose of Trip:

Destination:

Mileage (Round Trip):

Total Number of Students: Number of Chaperones: Grade(s):

Teacher(s) in Charge:

Is Lesson Plan attached? Yes No

***Request will be returned if lesson plans are not attached.**

Signed:
Principal/Designee

Instruction:

- ** **Submit request at least 3 weeks prior to field trip. All incomplete forms will be returned unapproved.**
- ** **Attach "Out of Parish Travel for Field Trip" form if trip is out of Parish.**
- ** **Schools - Attached a copy of this form to the payable voucher when requesting reimbursement to the business office.**
- ** **Others - Make checks payable to St. Martin Parish School Board, attach a copy of this form & mail payment to: P. O. Box 859/St. Martinville, LA 70582/Attention: Transportation Department**

NOTE: If field trip is for a club or organization not associated with a school, please give the name and address of the contact person.

Name of Contact Person

Address

OFFICE USE ONLY/DO NOT FILL IN BELOW THIS LINE

Your Request for Extra Bus Trip has been:

Approved Denied For _____ Miles @ \$2.00 per mile =

Supervisor Date

Tina Pierre Date