

# REQUEST FOR SCHOOL TRIP

Date \_\_\_\_\_

Grade/Group Making Request: \_\_\_\_\_

Chaperons Attending: \_\_\_\_\_

\*Please indicate persons not a usual part of this grade/group.

Explain: \_\_\_\_\_

Destination: \_\_\_\_\_

ITINERARY (Please Attach in Detail)      Date Leave \_\_\_\_\_      Date Return \_\_\_\_\_

Purpose: \_\_\_\_\_

Transportation: \_\_\_\_\_

*(Attach Request Form if County Buses)*

1. Name of County Bus Driver \_\_\_\_\_

2. Chartered Bus Company

a. Name \_\_\_\_\_

b. Cost \_\_\_\_\_

How Funded: \_\_\_\_\_

Number of students in grade group \_\_\_\_\_      Number Attending \_\_\_\_\_

Cost Analysis:      Cost of trip tickets \_\_\_\_\_      Mileage x \_\_\_\_\_

Driver x \_\_\_\_\_      Lodging \_\_\_\_\_      Meals \_\_\_\_\_

Other \_\_\_\_\_

\*Cost for mileage and bus driver adjusted annually.

TOTAL COST OF TRIP: \_\_\_\_\_ (Divided by the number of students, deduct 5-10 for non-payment/absentees)

Cost per student \_\_\_\_\_

Cost to school system \_\_\_\_\_

\*Student learning activities attached.