# Field Trip Request Form Guideline

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**Field Trip: [New]**

Main | Notes | History

*-Required Fields

| | |
|---|---|
| Requested: | **04/23/13 16:14 PM By: Admin** |
| Status: | **[New Request]** |
| * Field Trip Name: | Enter the club, class, group or organization on the field trip |
| * Field Trip Contact: | Enter the name of the person requesting the trip |
| * School: | [Select One] |
| * Department: | [Select One] |
| Activity: | N/A |
| Account: | N/A |
| Purchase Order #: | N/A |

**Destination**

| | |
|---|---|
| * Destination: | Enter the destination site and the bus arrival time at the site |
| * Depart Date: | * Time: |
| * Return Date: | * Time: |
| Contact: | N/A |
| Phone: | N/A |
| Notes: * | YOU MUST ENTER:<br>1. The educational purpose of the trip<br>2. Whether the bus and driver are needed during the event |
| * Street: | Enter the street address of the destination site |
| * City: | Enter the city the destination site is located in |
| State: | NA Zip: N/A |

**Departure**

| | |
|---|---|
| * Depart from School: | [Select One] |
| Notes/Directions: | If needed, enter any special departure information |

**Trip Details**

| | | | |
|---|---|---|---|
| * Equipment: | [Select One] | | |
| Classification: | N/A | | |
| * Number of Students: | | * Number of Adults: | |
| * Number of Wheel Chairs: | | * Number of Vehicles: | |
| Estimated Miles: | 0 | Estimated Cost: | $0.00 |
| Estimated Hours: | 0 | | |

Delete Request | *Map It! | Cancel/Return to List | Save