

Field Trip Request Form
Roanoke City Schools

Field trip request must reach transportation supervisor 10 school days prior to earliest choice of date(s).

Destination: _____ 1st Choice Date: _____

City: _____ Round-trip Mileage: _____ Alternate Date: _____

Time of Departure: _____ Time of Return: _____ Number of Buses _____ Number of Students _____

Number of other Adults: _____ Teacher contact: _____

Teachers making trip: 1. _____ 2. _____ 3. _____ 4. _____
5. _____ 6. _____

Educational benefit of trip: _____

Describe in detail which ASPIRE and CCR Standards are addressed by this trip and how they are addressed: Use back if necessary. What pre-trip instructional strategies will be used to maximize benefit of trip and minimize result of time out of class.

****Board Policy E.7-2: It shall be the policy of the Roanoke City Board of Education to use school buses for the transportation of students...on approved school educational trips.**

Approved ___ Disapproved ___ Date _____ Principal _____

Principal's comments/explanation:

Approved ___ Disapproved ___ Date _____ Superintendent _____

Comments:

Note: Buses must return to school by 2:00 p.m. Due to the shortage of bus drivers, only under pre-arranged special circumstances can this time be altered.

*******Please see Reverse side of form for additional guidelines*******

REIMBURSEMENT FOR FIELD TRIP EXPENSES

Co-curricular programs, i.e. Athletics and Band shall continue to calculate and pay for all of their travel expenses on an actual cost basis.

Expenses for all other trips for all groups will be assessed as follows:

\$1.85 per mile plus the actual cost of the bus driver.

DATE: _____

SCHOOL TO BE BILLED: _____

GROUP AND/OR CLASS: _____

NAME OF DRIVER: _____

TOTAL AMOUNT TO BE PAID TO DRIVER: _____

TOTAL MILEAGE FOR TRIP: _____

GRAND TOTAL EXPENSES FOR TRIP: _____

APPROVAL OF TRANSPORTATION SUPERVISOR

Note: Submit a copy of this completed form to Mrs. Pam Mitchum in the central office promptly. This will assist her in expediting the payment of the bus driver in a timely manner.

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