



# SPARTANBURG SCHOOL DISTRICT 4

## FIELD TRIP REQUEST FORM

SCHOOL \_\_\_\_\_ TEACHER \_\_\_\_\_ GRADE(S) \_\_\_\_\_

DATE OF TRIP \_\_\_\_\_ DEPARTURE TIME \_\_\_\_\_ RETURN TIME \_\_\_\_\_

DESTINATION/ADDRESS \_\_\_\_\_

NUMBER OF STUDENTS \_\_\_\_\_ NUMBER OF CHAPERONES \_\_\_\_\_

NUMBER OF BUSES (48 PER BUS) \_\_\_\_\_ COST PER STUDENT \_\_\_\_\_

INSTRUCTIONAL OBJECTIVE  
TO BE ADDRESSED \_\_\_\_\_

FOLLOW-UP ACTIVITIES \_\_\_\_\_

☐ ACTIVITY BUS ESTIMATED MILEAGE (ROUND TRIP) \_\_\_\_\_

☐ STATE BUS (MILEAGE IS \$1.24 PER MILE/PER BUS)

☐ OTHER

CHARGE: ☐ GIFTED AND TALENTED ART ☐ 4K CHILD DEVELOPMENT  
☐ GIFTED AND TALENTED MUSIC ☐ REGULAR SCHOOL FIELD TRIP FUNDS  
☐ GIFTED AND TALENTED ACADEMIC ☐ OTHER

DRIVER(S) \_\_\_\_\_

TEACHER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

PRINCIPAL SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

DISTRICT OFFICE SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

TRANSPORTATION DIRECTOR SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

*\*All field trip requests must be submitted at least three weeks prior to the date of the trip and must be approved by the principal, district office administration, and the transportation director.*

### FOR DISTRICT OFFICE USE ONLY

ESTIMATED MILEAGE (ROUND TRIP) \_\_\_\_\_ X RATE (\$1.24) = \_\_\_\_\_

+ ADDITIONAL FEES (MAY NOT APPLY) \_\_\_\_\_ = \_\_\_\_\_ (ESTIMATED TOTAL COST)

BUSINESS MANAGER SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

D/C CODE \_\_\_\_\_ AMOUNT \_\_\_\_\_ INITIAL \_\_\_\_\_