

EXTENDED DAY PROGRAM:

Field Trip Reconciliation Form



School: _____

Field Trip Location: _____

Field Trip Date: _____

Cost Per Child: _____

Number of Children Attending Field Trip:	_____
Amount Collected Per Child:	\$ _____
Total Field Trip Money Collected:	\$ _____
Total Cost of Field Trip:	\$ _____
Variance:	\$ _____
Reason for Variance:	_____ _____

Field Trip Procedures:

1. A C.P.S.B. Field Trip Permission Form must be on file for each child attending the field trip.
2. A C.P.S.B. Transportation Field Trip Request Approval must be received BEFORE going on field trip. A copy of the of the Field trip Request Approval must be attached to the Field Trip Reconciliation Form.
3. Parents should send an envelope with the child's name on it THE DAY OF the field trip containing cash for the field trip. Parents must send correct change. (Do not accept field trip money early. Money should never kept in the school overnight.)
4. A Field Trip Reconciliation Form must be completed for ANY field trips in which money is collected.
5. A receipt from the field trip location must be attached to the Field Trip Reconciliation Form confirming the number of children that attended, the cost per child, and the total cost of the field trip.
6. On the Field Trip Reconciliation Form, the "Total Money Collected" should agree with the "Total Cost of the Field Trip." If the two amounts do not agree, the variance must be recorded and a reason for the variance must be provided.
7. A Field Trip Roster should be completed for all field trips. For Field Trips in which money is collected, the Field Trip Roster should be attached to the Field Trip Reconciliation Form.
8. You should find out in advance how much the cost of the field trip will be per child. Do not collect more than the actual cost of the field trip.

Completed by

Date