



TRIP ID
TRIP DATE

FIELD TRIP REQUEST FORM

Originating School Date of Trip Departure Return Date of Trip
 Destination Name Grade Level # of Adults
 Destination Address # of Students
 Requesting Teacher # of Wheelchairs
 Departure Time From School Where should buses load at the School
 Departure Time From Destination Trip Description

**Please see the required departure times on the PowerPoint, provided to your School Secretary

*If more than one destination, please list the name, address, and planned departure time on a separate sheet. Submit with this form.

Contact Teacher's Name & Cell Phone #

TRANSPORTATION

Trip Type

Reimbursable trips are an extension of the classroom (a lesson plan MUST be attached to the Field Trip Request) and will be billed at 30%. Non-reimbursable trips are; athletic trips, competition drama, music, etc, traveling beyond 100 miles of the Oregon border, summer school transportation and any other trip that is not an extension of the classroom, will be billed at 100%.

Number of Buses Requested - maximum bus capacity 50-52 people per bus

Allowable Field Trip Hours: Earliest departure from originating school is 9:15am, must be back to originating school by 2:00pm.

Late Start Day Hours: Earliest departure from originating school is 10:25am, must be back to originating school by 2:00pm.

FUNDING SOURCE

Budget Code (Object Code = third series of #'s in the budget code must be 0331 or 0332)

Grant Name & Number

Outside Source (Billing Entity Name, Contact Person, Billing Address & Phone Number)

Notes:

REQUESTING TEACHER'S SIGNATURE

DATE

APPROVING SCHOOL ADMINISTRATOR'S SIGNATURE

DATE

Once The Field Trip Is Approved, You Need To:

- Have the school secretary enter the trip into Traversa.
- Notify cafeteria manager if any meals or snacks will be required for the trip, note food allergies if known
- You are responsible for lodging and meals for the driver(s).
- Please review the Reynolds School District Policy, to see if School Board approval is required.
- If Reynolds School Board approval is required, please attach the approved RSD Board Meeting Minutes.
- Review the Bus Rules