

## Wattsburg Area School District Field Trip Request Form

### INSTRUCTIONS

This form must be completed in its entirety or it will be returned to your building principal.

1. This process is a multi-step procedure beginning with the teacher, proceeding to the transportation coordinator, the building principal, the administration office and finalized by board action.
2. All request forms must be completed and received in the administration office no later than the first of the month, preceding the month of the activity to ensure prior board approval.
3. Submit only originals. Fax copies will not be accepted.
4. The teacher must complete Section I. If requesting buses, the request form must be sent to the transportation coordinator for estimated cost for transportation.
5. **If a teacher or staff member will be driving, proof of insurance must be attached.**
6. The transportation coordinator must complete Section II and forward it to the building principal.
7. The building principal must complete Section III and submit it to the superintendent's secretary after all information has been completed and approved. **All incomplete requests will be returned to building principal.**
8. The itinerary with a timeline must reflect all places visited.
9. The names of all chaperones must be listed.
10. Students with medical conditions should be identified and appropriate provisions for first aid should be available to the teacher/coach in charge.
11. Allowable costs for teacher (staff) meals are: breakfast - \$10.00, lunch - \$10.00, dinner - \$15.00
12. Allowable cost for staff mileage is the current IRS rate. The number of miles can be determined by logging on to [www.mapquest.com](http://www.mapquest.com).
13. In most cases, buses will be available only between the hours of 9:05 a.m. and 2:15 p.m.

<b>Section I</b> (to be completed by the teacher)	Field Trip	Student Competition	Other _____
Teacher Submitting Request _____		Date of Trip _____	
Group _____	Grade _____	No. of Students _____	No. of Buses _____
How does this trip support the curriculum? _____			
_____			
Itinerary – Use reverse if needed			
Students to be picked up at: _____			
Place	Specify door	Time	Date
Destination: _____		Arrival Time _____	Departure Time _____
Address			
Destination: _____		Arrival Time _____	Departure Time _____
Address			
Destination: _____		Arrival Time _____	Departure Time _____
Address			
Students returned to: _____			
Place		Time	Date
Chaperones: _____			
_____			

  

<b>Student Costs – Per Student</b>	<b>Teacher Costs</b>
Student registration/tuition _____	Teacher registration/tuition _____
Student meals _____	Teacher meals _____
Student lodging _____	Teacher lodging _____
<b>Total</b> _____	Teacher travel (.545c/mile - IRS Rate) _____
	Teacher substitute (\$133 per day) _____
	<b>Total</b> _____

  

Teacher Signature _____	Date _____
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