



**FIELD TRIP REQUEST FORM**

SCHOOL \_\_\_\_\_ PHONE \_\_\_\_\_ FAX \_\_\_\_\_

ADDRESS \_\_\_\_\_

TRIP DATE/DAY \_\_\_\_\_

REQUESTED BY \_\_\_\_\_ EMAIL ADDRESS \_\_\_\_\_

DESTINATION \_\_\_\_\_ REPORT TO \_\_\_\_\_

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

Pick-Up Time at School \_\_\_\_\_ AM/PM # of Students \_\_\_\_\_

Pick-Up from Destination \_\_\_\_\_ AM/PM # of Adults \_\_\_\_\_

Return Time to School \_\_\_\_\_ AM/PM # of Buses \_\_\_\_\_

**ALL FIELD TRIPS MUST BE REQUESTED 2 WEEKS PRIOR TO DATE OF TRIP  
MUST PAY 4 HOUR MINIMUM**

**METHOD OF PAYMENT**

PURCHASE ORDER # \_\_\_\_\_ COD \_\_\_\_\_

(Please Check the Appropriate):

ENROUTE STOP                       LUNCH: From \_\_\_\_\_ To \_\_\_\_\_

**ENROUTE STOP INSTRUCTIONS:**


**APPROVALS:**

Principal/Project Director \_\_\_\_\_ Date Received \_\_\_\_\_

**All Cancellations Must Be Made 72 Hours Prior To Date of Trip**