

Field Trip Attendance Approval

This form must be submitted to your Division Dean and the Vice President's office
at least **two weeks** before the departure date.
Please attach field trip information before submitting to your Division Office.

Section 1: Attendee Information

Name: _____ Today's Date: _____

Title or Position: _____

Section 2: Field Trip Information

Purpose: _____

Destination: _____

Departure Date: _____ Time: _____ # of Students: _____

Return Date: _____ Time: _____ School Day(s) Involved: _____

Departure Point: _____

Type of Transportation: District Sponsored Individual Arrangement

Section 3: Estimated Expenses

***Fees:** \$ _____

Personal Vehicle Costs

Number of Miles: _____ X _____ (mileage rate)

SUBTOTAL: \$ _____

***Other**

Transportation Costs: \$ _____
(airfare, train, bus, etc.)

***Meals:** \$ _____

***Miscellaneous:** \$ _____
(bridge tolls, parking charges)

**TOTAL ESTIMATED
EXPENSES:** \$ _____

***Receipt required for reimbursement**

Section 4: Individual in Charge

Name: _____

Section 5: Account Information

Budget Account(s) to be Charged:

Section 6: Administrator Approval

Division Dean Signature Date

Vice President Signature Date

President Signature Date