



# Field Trip Authorization Request Form

(To be submitted to principal/department administrator for approval three (3) weeks prior to field trip.)

School/Department \_\_\_\_\_

Originator/Grade Level \_\_\_\_\_

Date(s) of Trip \_\_\_\_\_

Destination \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Contact Person \_\_\_\_\_

Departure/Return Time \_\_\_\_\_

If applicable: \_\_\_\_\_ Out-of-State/Country (Board Approval) \_\_\_\_\_ Overnight (Supt Approval)

Ferry Location and Times \_\_\_\_\_

### Billing Information

\_\_\_\_ Purchase Order

\_\_\_\_ Purchasing Card

\_\_\_\_ Check

### Type of Transportation

\_\_\_\_ School Bus Requested – Complete School Bus Transportation Request Form (2320F-1)

\_\_\_\_ Commercial Vehicle: Type \_\_\_\_\_

\_\_\_\_ Use of Private Vehicle – Complete Approval for the Use of Private Vehicle (2320F-3)

\_\_\_\_ Other: Type \_\_\_\_\_

Cost: No. of Adults \_\_\_\_\_ Admission: Each \_\_\_\_\_ Total \_\_\_\_\_

No. of Students \_\_\_\_\_ Admission: Each \_\_\_\_\_ Total \_\_\_\_\_

Transport: Each \_\_\_\_\_ Total \_\_\_\_\_

Ferry: Each \_\_\_\_\_ Total \_\_\_\_\_

Other: \_\_\_\_\_ Each \_\_\_\_\_ Total \_\_\_\_\_

Grand Total: \_\_\_\_\_

**Administrator Approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_

(Both overnight and out-of-country/out-of-state trip proposals are to be submitted to the superintendent/designee for approval.)

**Superintendent/Designee:** \_\_\_\_\_ **Date:** \_\_\_\_\_

NK2320F5/092018