



Field Trip Permit Form

Transportation Rates for 2022-2023

Updated 9/26/2022



TRIP DATA									
Teacher					Grade				
Name of class/group					Date of trip				
Destination					City				
Is a sub needed? <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, what hours? 1 2 3 4 5 6 7 8									
# of Students		# of Teachers		# of Chaperones		Chaperone Names			
Departure Time		Return Time		Total Hours					
Please attach a copy of your permission slip/parent notification letter form									
Educational objective:									
Itinerary of trip (attach sheet if more room is needed; also include copy of permission slip/parent notification):									

FIELD TRIP COSTS	
Non-Transportation Costs	
Total miscellaneous costs (admission, tickets, supplies, etc.)	\$
Per pupil student-paid miscellaneous costs	\$
Amount required to be paid by each student for this field trip	\$
Lunch plans (check all that apply)	<input type="checkbox"/> Students will bring a sack lunch from home <input type="checkbox"/> Food service staff will prepare box lunches <input type="checkbox"/> Lunch will be purchased at site of field trip <input type="checkbox"/> Not applicable

Transportation Costs	
Base minimum price: (\$59.50/bus or \$1.70/mile-which-ever is greater) \$59.50 x _____ (buses)	\$
or \$1.70 x _____ (miles) x _____ (buses)	\$
Driver time charges (\$18.00 per hour) \$18.00 x _____ (hours) x _____ (drivers)	\$
Total transportation charge	\$
Per pupil transportation cost (divide total by number of student participants)	\$

Field Trip Payment/Deductions	
Budget amount	\$
Grant dollars	\$
Total field trip cost per student	\$

Teacher Signature _____ Date _____

Administrator Approval Signature _____ Date _____

Form Distribution: Trip Planner District Administrative Assistant Bookkeeper Bus Company Food Service