

District Office Use Only

Board Approved: _____

**KERMAN UNIFIED SCHOOL DISTRICT
STUDENT ACTIVITY/FIELD TRIP REQUEST**

THIS APPLICATION MUST BE SUBMITTED TO THE PRINCIPAL AT LEAST THREE (3) WEEKS PRIOR TO THE ACTIVITY. REQUESTS FOR OVERNIGHT STUDENT ACTIVITIES MUST BE BOARD APPROVED PRIOR TO THE DATE OF THE ACTIVITY.

Requested By(Employee): _____ Site: _____

Student Group/Grade Level: _____ Field Trip Location: _____

Departure Date: _____ Departure Time: _____

Returning Date: _____ Return Time: _____

Estimated Miles (Roundtrip): _____ Substitute Needed: Yes No Number of Days: _____

Number of Students Attending: _____ Cafeteria Lunches Needed: Yes No Number of Cafeteria Lunches: _____

Other Chaperones (Employees): _____

How Traveling: District Bus District Car District Van Charter Bus Other _____

District Transportation Requested/Confirmed By (Employee) _____ Date: _____

If travel is further than 120 miles in the same day or overnight the following meal allowance is provided to the students: \$5.00 breakfast, \$7.00 lunch, \$10.00 dinner

Expenditures (Estimate):

Requisition #	Transportation	PO #
Requisition #	Lodging	PO #
Requisition #	Meals	PO #
Requisition #	Other Expenses	PO #

Projected Total Cost (Estimate): _____ Charges to Individual Students: Yes No

Source of Funding (Name): _____

If reimbursement is claimed, immediately following the Field Trip/Activity, the employee shall submit an itemized expense account and receipt to the Business Office.

Principal/Designee Approval: _____ Date: _____

Assistant Superintendent Ed Services Approval: _____ Date: _____

Board Approval/Upload Submitted By (Employee) _____ Date: _____

Principal/Designee Upload Verified: _____ Date: _____

For Transportation Use Only (Transportation/Labor Costs):

Number of Buses Needed: _____ Opening Odometer: _____ Total Miles: _____ Rate: _____ Total Cost: _____

Transportation Verified By Transportation Supervisor: _____ Date: _____

Send Completed Forms to Ed Services Department. Ed Services Department will distribute copies to Employee requesting trip, Site Principal, Transportation, Food Services and Business Office as needed.