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| TEACHER: | |  | | NORTH EAST SCHOOL DISTRICT | | | | BUILDING: | |  | |
| DEPARTMENT: | |  | | TRAVEL - STUDENT | | | | DATE: | |  | |
| SUBJECT: | |  | | EDUCATIONAL FIELD TRIPS | | | |  | | | |
| GRADE: | |  | | 580 | | | |  | | | |
| EXTRACURRICULAR ACTIVITIES - FIELD TRIPS - Paid by General Fund | | | | | | | | | | | |
|  | | | | | | | |  | | | |
| **Number of Students** | Destination/Location | | Purpose of Trip | | **Trip Date** | **Transportation Costs**  **School Bus/Van (1.43) X \_\_\_miles = \_\_\_** | | | **Cost of Admission** | **Other Costs**  **(Specify)** | **Total Cost** |
|  |  | |  | |  |  |  | |  |  |  |
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| **REQUEST REVIEWED BY DEPT. CHAIR: APPROVED: DISAPPROVED:­­­­**  **DATE:** | | |
| REQUEST REVIEWED BY PRINCIPAL: APPROVED: DISAPPROVED:­­­­ DATE: | | |
| NOTE: ALL INFORMATION IS NEEDED IN DETAIL BEFORE ORDER WILL BE PROCESSED. | | Two copies distributed following administrative approval/funding: |
|  | | 1. Department Chairperson |
|  | | 2. Teacher |
| ACCOUNT CODE: |  | Principal retains original copy. |