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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. |