



# 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                    \_\_\_ Overnight

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

### Billing Information

\_\_\_ Purchase Order

\_\_\_ 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:** \_\_\_\_\_

Distribution:  
Original to Principal  
Copies to: Canary--Teacher  
              Pink--Superintendent Designee for overnight and out-of-state trips