

## Gravette Trip Request Form

Date: \_\_\_\_\_

Group taking trip: \_\_\_\_\_ Approximate # of Students: \_\_\_\_\_

Sponsor in charge of group \_\_\_\_\_ Chaperones: \_\_\_\_\_

Destination of trip: \_\_\_\_\_ Dates of trip: \_\_\_\_\_

Brief purpose of trip: \_\_\_\_\_

Estimated time of departure from school: \_\_\_\_\_ Estimated return to school: \_\_\_\_\_

Method of transportation: \_\_\_\_\_

Activity:      Academic      Reward      Athletic      Club      Competition

| Sponsor's Expenses | Amount   | Source of Funds    |                          |
|--------------------|----------|--------------------|--------------------------|
| Hotel              | \$ _____ | _____              |                          |
| Travel             | \$ _____ | _____              |                          |
| Meals              | \$ _____ | _____              |                          |
| Registration       | \$ _____ | _____              |                          |
| Ticket             | \$ _____ | _____              |                          |
| Student's Expenses | Amount   | Funds from Student | Funds from Activity Acct |
| Hotel              | \$ _____ | \$ _____           | \$ _____                 |
| Travel             | \$ _____ | \$ _____           | \$ _____                 |
| Meals              | \$ _____ | \$ _____           | \$ _____                 |
| Registration       | \$ _____ | \$ _____           | \$ _____                 |
| Ticket             | \$ _____ | \$ _____           | \$ _____                 |

Bus Costs: Calculated from time of departure to time of return. Overnight Trips=\$6.55/hr Day Trip=\$8.50/hr Fuel Cost: \$1.50/mile

| Bus Driver's Expenses | Amount   | Funds From District | Funds from Activity Acct |
|-----------------------|----------|---------------------|--------------------------|
| Hotel                 | \$ _____ | \$ _____            | \$ _____                 |
| Meals                 | \$ _____ | \$ _____            | \$ _____                 |
| Ticket                | \$ _____ | \$ _____            | \$ _____                 |
| Wages (____ hrs)      | \$ _____ | \$ _____            | \$ _____                 |
| Fuel (_____ miles)    | \$ _____ | \$ _____            | \$ _____                 |

Total Cost to: District \$ \_\_\_\_\_ Student \$ \_\_\_\_\_ Act. Acct.\$ \_\_\_\_\_

*Note: Any fundraising for trips costing more than \$100 per students must be approved by the school board prior to beginning the fundraiser.*

Approval of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Transportation Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of Superintendent (overnight trips only): \_\_\_\_\_ Date: \_\_\_\_\_

*For trips costing more than \$100 per student, this form must be pre-approved by the School Board.*

Approval of School Board: \_\_\_\_\_ Date: \_\_\_\_\_

**Please attach a list of students and current contact information for each student.**