

FIELD TRIP REQUEST FORMS

MUST BE FIELD OUT COMPLETELY AND FOLLOW THE DAYS REQUIRED FOR APPROVAL AT THE TOP OF THE REQUEST FORM.

ALL TEACHER COSTS SHOULD BE INCLUDED ON THE FORM- THIS INCLUDES, TRAVEL, FOOD, SUB, ETC. YOU WILL NOT COMPLETE A DROPLET REQUEST FOR YOUR COSTS. IT WILL BE INCLUDED IN THE FIELD TRIP EXPENSES.

ALL CHAPERONES MUST BE LISTED IN AESOP AND THE CONFIRMATION NUMBER MUST BE ON PAGE 2 OF THE REQUEST FORM.

AN INITIAL LIST OF STUDENTS MUST BE ATTACHED.

DO NOT SEND TO MR. MONSON FOR APPROVAL, THE REQUESTS MUST COME THROUGH ME FOR MY SIGNATURE FIRST.

REMINDER, NO PERSONAL VEHICLES WILL BE USED TO TRANSPORT STUDENTS. YOU WILL NEED TO LIST THE FORM OF TRANSPORTATION YOU ARE REQUESTING TO USE.

**BUS REQUEST FOR FIELD TRIPS THE BUS REQUEST FORM MUST ALSO BE FILLED OUT AND ATTACHED TO THE REQUEST, PLEASE SEE BOTTOM FOR ADDITIONAL INFORMATION FROM BOARD REGARDING THIS.
RATES AND INSTRUCTIONS**

If you have any questions, please do not hesitate to email me.

RATES

The state sets the mileage rate and for now it is \$1.80/mile, but that is subject to change.

Field trips *inside Etowah County* the cost of the driver is \$95.00.

Field trips *outside Etowah County* the cost of the driver is \$150.00.

Field trips that last more than 5 hours will be \$200.00 cost of the driver.

Overnight field trips the cost of the driver will be \$150.00 PER DAY.

Please make sure all costs are accounted for when calculating the cost of your field trip.

REQUEST INFORMATION

Once you fill out the form to use one of our buses it needs to be attached to the field trip request form. BOTH of those forms will need to go to the bookkeeper so funding can be checked and a PO can be assigned. ***UNDER NO CIRCUMSTANCE SHOULD AN EMPLOYEE BRING A FORM STRAIT TO THE CENTRAL OFFICE.***

Once everything has been approved by the school bookkeeper and the central office the form will then be forwarded to the transportation department. Forms will not be approved without the frontline confirmation number.

I know this is a new process and there will be growing pains, so just bear with us to make it as painless as possible.