

**SCHOOL DISTRICT OF BLOOMER  
FIELD TRIP REQUEST – BEYOND 200 MILES**

School \_\_\_\_\_ Organization \_\_\_\_\_

Name of Person Responsible for Trip \_\_\_\_\_

Date of Trip \_\_\_\_\_ Date Submitted \_\_\_\_\_

Description of Trip \_\_\_\_\_

# Students Attending \_\_\_\_\_ # of Total Riders/Attendees \_\_\_\_\_

Names of Chaperones:

Rationale for Trip:

Subs Needed: Yes No

Teachers Requiring Subs (which teacher(s), how long, which days, etc.):

Costs Associated with Trip:

**TOTAL BUS COST** = # of Busses \_\_\_\_\_ X Per Bus Cost \_\_\_\_\_ = \_\_\_\_\_

PER BUS COST: \_\_\_\_\_ (calculate below A + B)

[# Miles \_\_\_\_\_ @ \_\_\_\_\_ Per Mile = A \_\_\_\_\_ # Hours \_\_\_\_\_ @ \_\_\_\_\_ Per Hour = B \_\_\_\_\_ ]

(Number of above busses that need to be HC Accessible: \_\_\_\_\_)

**Entrance Fees** \_\_\_\_\_

**Lodging** \_\_\_\_\_

**Meals** \_\_\_\_\_

**Other** \_\_\_\_\_

Cost to Be Covered By: District \_\_\_\_\_ Organization \_\_\_\_\_ Participants \_\_\_\_\_

Departure Time \_\_\_\_\_ Return Time \_\_\_\_\_

***Submit Request to Building Principal Upon Completion***

*Administrative Use Only – Fax Request to Bus Company Upon Approval by School Board*

*Trip Approved YES NO Date of Approval \_\_\_\_\_*

*Number of Busses/Vans Ordered \_\_\_\_\_ Date Ordered \_\_\_\_\_ Principal*

*Signature \_\_\_\_\_ District Administrator Signature \_\_\_\_\_*

*Bus Company Use only*

*Signature \_\_\_\_\_ Date \_\_\_\_\_*

*Fax Request*

