

# Proposed Field Trip Cost Overview

Teacher/Leader: \_\_\_\_\_

Date(s) of Trip: \_\_\_\_\_

Summary of Trip:

Accommodations (if applicable):

## Travel

Means of Transportation: \_\_\_\_\_

Distance Traveled (Round trip): \_\_\_\_\_

Number of Drivers Needed: \_\_\_\_\_

## Supervision

**Head Chaperone:** \_\_\_\_\_

Number of Students: \_\_\_\_\_

Total Number of Chaperones: \_\_\_\_\_

Staff Chaperones: (Names and positions)

Name	Position


Other Chaperones (Names and roles)

Overnight Supervision Plan:

Safeguards: \_\_\_\_\_  
(e.g. EMT, cell phones, radios)

**Timeline**

Depart from: \_\_\_\_\_ AT: \_\_\_\_\_

Return Trip Leaves from: \_\_\_\_\_ AT: \_\_\_\_\_

Expected Return Time: \_\_\_\_\_ AT: \_\_\_\_\_

\*Attach Daily Itinerary

**Costs**

Total Transportation: \_\_\_\_\_  
(Below please list mileage, per diem/hour rate, tolls, and parking.)

**Total Admission:** (per person x number) \_\_\_\_\_  
(List individual sites and costs for the entire trip in the space below this line.)

**Total Meals, Lodging & Misc. costs:** \_\_\_\_\_  
(Description)

**Substitutes:**  
Number needed \_\_\_\_\_ X Days \_\_\_\_\_ X (per diem rate) \_\_\_\_\_

Total Substitute Costs: \_\_\_\_\_

**Total Cost of Trip:** \_\_\_\_\_

Amount provided from local school budget: \_\_\_\_\_

Amount provided from fundraising: \_\_\_\_\_

Amount paid by students: \_\_\_\_\_

\*Please note how scholarship needs are being addressed.