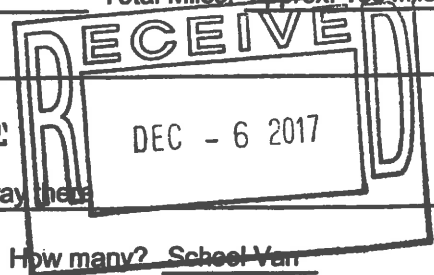


**WELLSBORO AREA SCHOOL DISTRICT  
Field Trip Transportation Request Form**

*Overnight.*

1. Teacher: Dan Sensenig School: Wellsboro Area HS
2. No. of Students: 6 Adults: 1 Class or Organization: HS Chorus
3. Date of Trip: 1/24-27/18 Destination: PMEA District 8 Chorus - Milton HS Total Miles: approx. 168 miles
4. Estimated departure time: 7:30am From: HS
5. Estimated return time (arrival in the district): I'll need the van while I'm there for m
6. Meal Plans (if applicable): provided by festival - I will need to feed them on the way there
7. Is school bus transportation required?  Yes  No How many? School Van
8. Will a coach bus be required?  Yes  No How many? \_\_\_\_\_
9. Are private cars to be used?  Yes  No If yes, how many cars will be used? \_\_\_\_\_



Who are the drivers? \_\_\_\_\_

Are all of the cars to be used covered by at least \$50,000 - \$100,000 (preferably \$100,000 - \$300,000) of insurance, and do you have proof?  Yes  No

10. The district is requested to pay 74 miles x 2 (down + back) = 148 miles + approx 20 miles to/from hotel = approx 168 mile x .60 van cost = \$ total approx \$100.80 out of the total cost of \$ \_\_\_\_\_

Account Code Number 10-1110-581-000-30-800-000 *PK*

11. If the district is not expected to pay all of the costs, what other funds are going to be used? \_\_\_\_\_  
Account Code, if appropriate: \_\_\_\_\_

Notes: \_\_\_\_\_

12.  For overnight field trips, a list of Students and Chaperones is attached.
13.  A brief itinerary/description of trip is attached.
14. Signature of Teacher: *D. Sensenig* Date Submitted: 12/5/17
15. Principal's Approval: *R. J. ...* Date: 12/5/17
16. Superintendent's Approval: *Brenda M. Freeman* Date: 12-18-17
17. Received by Transportation Coord.: \_\_\_\_\_ Date: \_\_\_\_\_
18. Estimated Cost: \_\_\_\_\_ Bus Contractor: \_\_\_\_\_

- Distribution:  Original - Superintendent/Transportation Coordinator  Copy 2 - Building Secretary  
 Copy 1 - Business Office (SS, FS, AA)  Copy 3 - Faculty Member

*Attachment K-3A-1*