

WELLSBORO AREA SCHOOL DISTRICT Field Trip Transportation Request Form

1. Teacher: Denise Route School: Rock L Butler MS

2. No. of Students: 4 Adults: 1 Class or Organization: FBLA Middle Level

3. Date of Trip: 6/27/18-7/1/18 Destination: Baltimore, MD FBLA NLC Total Miles: 430

4. Estimated departure time: 8:00am From: Rock L Butler back parking lot

5. Estimated return time (arrival in the district): 9:00pm

6. Meal Plans (if applicable): \$25/day/person = \$625.00 total

7. Is school bus transportation required? Yes No How many? _____

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? 1

Who are the drivers? Denise Route - information on file at district office

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 \$ 3451.35 out of the total cost of \$ 3,691.35

Account Code Number _____

11. If the district is not expected to pay all of the costs, what other funds are going to be used?
parents will be asked to cover one activity cost 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: *Denise Route*

15. Principal's Approval: *Mij...*

16. Superintendent's Approval: _____

17. Received by Transportation Coord.: _____

18. Estimated Cost: _____ Bus Contractor: _____

Costs:

\$2,082 lodging

\$ 510 registration (I paid by 5/18)

\$ 234.35 mileage reimbursement (IRS = 54.5¢/milo)

\$ 625.00 toward meal costs (\$25/person/day)

Distribution: Original - Superintendent/Transportation Coordinator
 Copy 1 - Business Office (SS, FS, AA)

\$ 3451.35

Parents = $\frac{\text{outing} \times \$48}{X5} = \$2400$

Attachment X-3A