

WESTMONT HILLTOP SCHOOL DISTRICT

Request for Student Field Trip or Project

Name of Organization or Class _____

Date of Request _____

Advisor or Teacher _____

School _____

A. Preliminary Plans

1. Description of Project _____

2. Destination of Field Trip _____

3. Date(s) _____

Time(s) _____

4. Names of Students Participating _____

5. Itemized Estimate of Anticipated Expenses:

- A. Round Trip Travel: ** _____ miles at _____ cents per mi. \$ _____
- B. Accommodations: _____ nights at \$ _____ \$ _____
- C. Meals at District Expense \$ _____
- D. Registration Fee or Tickets at District Expense \$ _____
- E. Misc: Tolls \$ _____ Parking \$ _____ Other \$ _____ \$ _____
- F. Is substitute (s) needed? yes ___ no ___ How many days? _____ \$ _____

Expense vouchers for all expenditures must be submitted for considered reimbursement. Expenses requested are not to include membership in organizations, personal items, or alcoholic beverages.

6. Proceeds from project to be used for: _____

Signature of Teacher/Advisor _____

Approved by:

Principal _____ Date _____

Superintendent _____ Date _____

Requests are to be in the Office of the Superintendent no later than the Monday before the Board Meeting.

****Mileage for travel to a conference/meeting within reasonable proximity of assigned school will not be reimbursable.**