

# Field Trip Cost Form



Location and Description of Field Trip:

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Date of Field Trip: \_\_\_\_\_

No. of students taking part: \_\_\_\_\_

Various costs, admissions, etc.

Food \$ \_\_\_\_\_

Accommodation \$ \_\_\_\_\_

Airfare \$ \_\_\_\_\_

Other travel \$ \_\_\_\_\_

Admissions \$ \_\_\_\_\_

Registration fees \$ \_\_\_\_\_

Other costs \$ \_\_\_\_\_

Applicable Taxes \$ \_\_\_\_\_

Cost of Bus \$ \_\_\_\_\_

Cost of TOC \$ \_\_\_\_\_

Total cost of field trip \$ \_\_\_\_\_

Cost per student \$ \_\_\_\_\_

Administrative Signature: \_\_\_\_\_

**For Office Use:**

Total Expenditures: \$ \_\_\_\_\_

Amount of money collected: \$ \_\_\_\_\_

Difference: \$ \_\_\_\_\_

**Note: If sufficient money is not collected, any money owed will come from individual department or operating funds.**