

Field Trip Cost Form



Location and Description of Field Trip:

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.