

# Field Trip Cost Form



Location and Description of Field Trip:

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Date of Field Trip:

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No. of students taking part:

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Various costs, admissions, etc.

Food	\$	<hr/>
Accommodation	\$	<hr/>
Airfare	\$	<hr/>
Other travel	\$	<hr/>
Admissions	\$	<hr/>
Registration fees	\$	<hr/>
Other costs	\$	<hr/>

Applicable Taxes \$ 

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Cost of Bus \$ 

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Cost of TOC \$ 

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Total cost of field trip \$ 

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Cost per student \$ 

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Administrative Signature:

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## **For Office Use:**

Total Expenditures:	\$	<hr/>
Amount of money collected:	\$	<hr/>
Difference:	\$	<hr/>

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