

# 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              | \$ | _____ |
| 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:

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**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.**