

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.