**FAYETTEVILLE CITY SCHOOLS**

**2015-2016**

**FIELD TRIP REQUEST**

Date of Request:

Date of Trip:

Grade(s):

School:

Destination:

Number of Riders:

Time of Departure:

Time of Return:

**Reimbursement**

1. Local trips which are educational are provided by the Board of Education. ***\* A trip is not considered educational if part of the trip is educational and part of the trip is recreational.***
2. Each grade level is limited to two trips out of town per year.
3. First four hours ………………………………………………………..$10.00 per hour

Each additional hour ………………………………………………… $7.50 per hour

Minimum reimbursement………………………………………..$30.00

1. Trips that extend beyond the regular day or on weekends will depend upon the activity and will be approved prior to the trip.
2. Mileage reimbursement is $.51.

**Each School will contact Bus Drivers.**

**Requests should be turned in 5 days before a trip.**

Teachers:

Bus drivers must leave in time to return for afternoon routes. We have only had bus breakdowns on one trip in the past. I appreciate your help and cooperation.

APPROVAL

Dr. Wilson Mr. Perrin