

**FAYETTEVILLE CITY SCHOOLS
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. Minimum reimbursement - \$20/Hour (Maximum \$120)
4. Trips that extend beyond the regular day or on weekends will depend upon the activity and will be approved prior to the trip.
5. Mileage reimbursement is \$.54.

Each school needs to contact Ron Perrin at the Central Office – 433-5542.

Requests should be turned in 5 days before a trip.

Teachers:

Bus drivers must leave in time to return for afternoon routes.

APPROVAL

Principal

Dr. Wilson

Mr. Perrin