

**NYE COUNTY SCHOOL DISTRICT
ACTUAL TRIP EXPENSES**

NOTE: Pre-authorization form must be submitted prior to travel.

School _____ Sport/Activity _____

Opponent/Site _____ Date(s) of Competition _____

The following number of people went on the trip:

Coaches or Advisors _____ Competing Students _____

Other Adults _____ Other Students _____
(chaperones, bus drivers, etc.) (managers)

Actual Departure from School:	Date _____	Time _____
Actual Arrival at Event:	Date _____	Time _____
Actual Departure from Event:	Date _____	Time _____
Actual Return at School:	Date _____	Time _____

_____ Student breakfasts x \$6.00	=	\$ _____
_____ Student lunches x \$8.00	=	_____
_____ Student dinners x \$12.00	=	_____

Student Subtotal \$ _____

_____ Adult breakfasts x \$ _____	=	\$ _____
_____ Adult lunches x \$ _____	=	_____
_____ Adult dinners x \$ _____	=	_____

Adult Subtotal \$ _____

_____ Rooms x \$ _____

Room Subtotal \$ _____

TOTAL EXPENSES \$ _____

I certify that the above information is correct:

Signature of Principal

Date