

## KPBSD FIELD TRIP INFORMATION FORM

### DEFINITIONS AND TIME LINES

**Routine:** These trips are one day or less and require PRIOR approval by local administrator. A completed copy of this form for each routine field trip, approved by the site administrator, shall be on file in the site administrator's office.

**Extended In-State:** **These trips last two or more days and involve overnight accommodations.** They require thirty days PRIOR approval by the site administrator. A completed copy of this form for each extended in-state field trip, approved by the site administrator, shall be on file in the site administrator's office. **Two weeks after each quarter, site administrators must send a list of approved extended in-state field trips taken that quarter to the assistant superintendent ~~of instruction.~~**

**Extended Out-of-State or International:** These trips require approval by the site administrator, ~~Chief Financial Officer~~**Executive Director of Finance**, and Assistant Superintendent ~~of Instruction.~~ *E6153(a) Preliminary Field Trip Preparation* form needs approval a minimum of 10 months (out of state) or 18 months (international) prior to departure. This completed form along with *E6153(d) Verification of Field Trip Information*, *E6153(e) Field Trip Questionnaire* and appropriate attachments shall be sent to the Assistant Superintendent ~~of Instruction.~~

A follow-up report will be submitted to the Assistant Superintendent ~~of Instruction~~ two weeks after return from extended out-of-state or international field trips.

Type of Trip (Check One)     Routine                       Extended In-State                       Extended/Out-of State/International

#### Trip Information

School: _____	Destination: _____
Organizer: _____	Trip Dates: _____
Grade/Class: _____	No. School Days Missed: _____
No. Students: _____	Departure Time: _____ <i>Return Time:</i> _____
Additional Teachers, Chaperones (must have a background check.): _____	

#### Travel Information and Expenses (Check each that Applies)

<input type="checkbox"/> District Bus	<input type="checkbox"/> Aircraft (see AR 6153)	<input type="checkbox"/> Marine Vessels (see AR 6153)
<input type="checkbox"/> Private Auto (complete E 3541.1a & b)	<input type="checkbox"/> Other:	

Describe the purpose of the field trip:

Briefly describe trip planning, preparations and precautions. For extended field trips attach appropriate documents, as required:

Describe any extenuating circumstances of which the District administration should be aware:

Total Expenses: \_\_\_\_\_ Expenses per Student: \_\_\_\_\_

Source(s) of funds: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator Approval: \_\_\_\_\_ Date: \_\_\_\_\_