

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:	
Additional Teachers, Chaperones (must have a background check.):		Return Time:	

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: