

POINT ARENA SCHOOLS FIELD TRIP BUDGET TEMPLATE

Instructions: Please use this form when budgeting for any school-related field trips. Please fill in all required fields (in blue) and please budget responsibly when using district funds. There are 3 sections below. Please add any clarifying notes regarding the field trip in the 'Notes' box. In addition you must submit a detailed itinerary that lists lodging information, event venue information, all contact information, cell numbers, etc.

Section 1 - General Field Trip Information

**GRAND TOTAL SUM OF BUDGETED STAFF + STUDENT COST INFORMATION
BASED ON TOTALS IN SECTIONS 2 & 3 BELOW #VALUE!**

NOTES:

Because everything is being bought in a bigger quantity and kids are responsible for meals, I am including itenerary and prices seperatly.

FIELD TRIP NAME:	Senior Class Trip
FIELD TRIP DATE(S):	April 28 & 29
NUMBER OF NIGHTS:	\$ 1.00
DESTINATION	125 BEACH STREET, SANTA CRUZ, CA
NUMBER OF STAFF:	\$ 2.00
NUMBER OF STUDENTS:	\$ 24.00

Section 2 - Staff Budgeted Cost Information (please add additional rows as necessary)

# OF STAFF	STAFF NAME	COST FOR EVENT (ie. registration fee, ticket fee, etc.)	LODGING COST	MEAL COST NOT TO EXCEED			MILEAGE COST (please use a district vehicle or carpool when possible)			2016 IRS rate	STAFF TIME COST		
				BREAKFAST \$10/per meal	LUNCH \$13/per meal	DINNER \$20/per meal	TOTAL NUMBER OF MILES	STARTING LOCATION	DESTINATION LOCATION	0.54	SUBMIT FORM TO THE DISTRICT OFFICE TO CALCULATE	OVERTIME COST (if applicable) (APPROVAL REQUIRED)	
1	Jennifer Spangler	\$ 36.70					203.6 each way	PAHS	EACH STREET, SANTA CRUZ	#VALUE!			
2	Diana Luther	\$ 36.70								\$ -			
3										\$ -			
4										\$ -			
5										\$ -			
6										\$ -			
Subtotal:		\$ 73.40	\$ -	\$ -	\$ -	\$ -				#VALUE!	\$ -	\$ -	
										TOTAL STAFF BUDGETED COST		#VALUE!	

Section 3 - Student Budgeted Cost Information (please add additional rows as necessary)

# of students	STUDENT NAME	COST FOR EVENT (ie. registration fee, ticket fee, etc.)	LODGING COST	MEAL COST (should not exceed staff meal costs)			
				BREAKFAST	LUNCH	DINNER	
1	attached for 24 Student name	\$ 36.70		\$ 10.00	\$ 13.00	\$ 20.00	
2							
3							
4							
5							
6							
7							
8							
9							
10							
Subtotal:		\$ 36.70	\$ -	\$ 10.00	\$ 13.00	\$ 20.00	
						TOTAL STUDENT BUDGETED COST	\$ 79.70