## **MADISON CITY SCHOOLS**

## **Field Trip Information Sheet**



Teacher Name: _			Grade
Date(s) of Trip			
Location/Vendor: _		(lf r	nore than 1 vendor, list on page 2)
Vendor Takes:	P.O	CHECK	
Admission Charge/I		\$	
Admission Charge/I		\$	
Other:			\$
Additional charges	for meals, t-shirts, t	travel, etc., explain be	elow:
TRANSPORTATIO	<u>N</u>		
Email lead bus drive	er for school bus tra	ansportation cost	
Transportation cost	per student:	\$	
Transportation cost	trip per student:	\$	
V Please Note: Pul	blic Funds cannot purc	hase snacks, lunches, etc	e. for trips
	Total Field Trip (	Cost per Student:	\$
То	otal Field Trip Cos	t per Chaperone:	\$
Principal Approva	<u> </u>		
Total Amount \$ expected to F		ice Use Only	
•		expected	# Students attending
Total Amount \$ Receive	}d:	expecte	ed # paid Chaperones
Total Amount \$ Expens	ed:		attending
Difference +, -			
			Bookkeeper Initial

VENDOR LISTING			
Location/Vendor	Adm Chg Student	Adm Chg Chaperone	Type of Payment P.O./Check
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
	\$	\$	
RECEIPTS (regarding tri	p)		
Log #	Rec#	t	0
Log #	Rec#	t	0
Log #	Rec#	t	o
Log #	Rec#	t	o
Log #	Rec#	t	o
Log #	Rec#	t	0
SCHOLARSHIPS			
Student Name	Amo	ount Funded	
	\$		
	\$		
	\$		
FUND RAISERS			
Fund Raiser		<u>Donations</u>	
Amount Raised for Trip \$  Attach copies of fund raiser forms for this trip		Total Amount Don Attach copies of d	ated \$ onations for this trip