

57/11-08

MILPITAS UNIFIED SCHOOL DISTRICT

OP-40

APPLICATION FOR FIELD TRIP APPROVAL

Submit to Purchasing/Contracts Office at least 4 weeks before the field trip

(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: MHS DATE REQUEST SUBMITTED: 11-2-16

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Charles Schletzbaum / MHS Speech & Debate

DATE OF FIELD TRIP: 12-8-16 DATE OF RETURN: 12-12-16

TIME OF DEPARTURE: 5pm 12-8 PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: 6pm 12-12-16

DESTINATION (include address): La Costa Canyon High School, 1 Maverick Way, Carlsbad CA

DISTANCE FROM SCHOOL SITE (one way): 442 miles miles

TOTAL NUMBER OF PARTICIPANTS: 10 NUMBER OF STUDENTS: 9 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Days In Encinitas 133 Encinitas, CA 92024

MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐

IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____

BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial) NOV - 8 2016

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Charles Schletzbaum

All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements). EDUCATIONAL SERVICES
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.

Check box and initial after verification: ☒ JS (Principal's initial) ☒ JT (Purchasing/Contracts initial)

PURPOSE OF TRIP (Explain how trip relates to curriculum): La Costa Canyon Debate Tournament

COST ANALYSIS: Transportation Cost: \$ 300 Other Fees: \$ Hotel 1600 442 300 Total Cost: \$ 2200

HOW WILL THIS BE PAID? 230.496

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	ACCTR	SCH	MGMT
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REQUISITION # _____ (attached) or other explanation of how fees will be paid: Parents ASB 230440 (i.e. ASB, PTA, students)

REQUESTOR'S SIGNATURE: _____

PRINCIPAL'S SIGNATURE: _____ () Approved () Not approved

Only use this section if needed:

* If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____

Assistant Superintendent, Business Services signature (or designee): _____

* If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.

() Board Approved () Board Denied Superintendent Signature (or designee) _____

DISTRIBUTION AFTER APPROVAL: WHITE: Purchasing/Contracts YELLOW: School Site PINK: Teacher REVISED MAR 2012 bil

Conditional approval - Insurance.

SHIP'D NOV 7 2016

MILPITAS UNIFIED SCHOOL DISTRICT
APPLICATION FOR FIELD TRIP APPROVAL
Submit to Purchasing/Contracts Office at least 4 weeks before the field trip
(ALL QUESTIONS MUST BE COMPLETED OR FORM WILL BE RETURNED)

SCHOOL: Milpitas High School DATE REQUEST SUBMITTED: October 31, 2016
PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: Milpitas Speech and Debate
DATE OF FIELD TRIP: December 1, 2016 DATE OF RETURN: December 4, 2016
TIME OF DEPARTURE: _____ PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: _____
DESTINATION (include address): University of Texas at Austin (1 university station A7105, Austin, TX, 78712)
DISTANCE FROM SCHOOL SITE (one way): 1,723.8 miles
TOTAL NUMBER OF PARTICIPANTS: 5 NUMBER OF STUDENTS: 4 NUMBER OF ADULTS: 1
IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Holiday Inn Austin Town Lake (20 N IH 35, Austin, TX, 78712)
MODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☒ Public Bus ☐ District Bus ☐ Walking ☐
IF USING A CHARTERED BUS, IDENTIFY COMPANY: _____
BUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ _____ (initial)
IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: Suzanne Marple
All drivers must complete OP-81 with required documents (see pg 2 of field trip procedure for requirements).
It is the responsibility of the site administrator to make sure car insurance is current; otherwise, driver will not be allowed to drive.
Check box and initial after verification: ☒ SM (Principal's initial) ☒ JT (Purchasing/Contracts initial)
PURPOSE OF TRIP (Explain how trip relates to curriculum): Students will compete at the 2016 University of Texas Longhorn Classic speech and debate tournament.

COST ANALYSIS: Transportation Cost: \$ 1445 Other Fees: \$ 200 Total Cost: \$ 1645

HOW WILL THIS BE PAID?

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
										0000

REQUISITION # _____ (attached) or other explanation of how fees will be paid: parents (i.e. ASB, PTA, students)
REQUESTOR'S SIGNATURE: [Signature]
PRINCIPAL'S SIGNATURE: [Signature] () Approved () Not approved

Only use this section if needed:

★ If a contract is required for this field trip, forward the contract with this form to the Purchasing/Contracts Office at least four (4) weeks before the trip. Date sent to Purchasing/Contracts _____
Assistant Superintendent, Business Services signature (or designee): _____

★ If this is an overnight field trip, 50 miles away from the school, or a trip to San Francisco, School Board approval is required. To be included in the Board's agenda, complete paperwork must be verified by Purchasing/Contracts Office.
() Board Approved () Board Denied Superintendent Signature (or designee) _____

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