

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

SHIPP'D NOV 7 2016

JT 11-02

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 A1105, 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 1435, 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:  JM (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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MILPITAS USD  
NOV - 8 2016

EDUCATIONAL SERVICES

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