

**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 HS DATE REQUEST SUBMITTED: 3/8/18PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: DECA - N. Pham, F. RojasDATE OF FIELD TRIP: 4/21 - 4/24/18 DATE OF RETURN: 4/24/18TIME OF DEPARTURE: TBD PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: TBDDESTINATION (include address): International Career Development Conference (ICDC)  
Georgia World Congress Center, Atlanta, GADISTANCE FROM SCHOOL SITE (one way): 2,500 milesTOTAL NUMBER OF PARTICIPANTS: 2 NUMBER OF STUDENTS: 1 NUMBER OF ADULTS: 1IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Hotel - TBDMODE OF TRANSPORTATION (check one): Chartered Bus ☐ Private Vehicles ☐ Public Bus ☐ District Bus ☐ Walking ☐IF USING A CHARTERED BUS, IDENTIFY COMPANY: AirlineBUS INSURANCE VERIFIED BY ACCOUNT TECH III ☐ (Initial)

IF PRIVATE VEHICLES USED, IDENTIFY DRIVERS: \_\_\_\_\_

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: ☐ (Principal's Initial) ☐ (Purchasing/Contracts Initial)PURPOSE OF TRIP (Explain how trip relates to curriculum): DECA student member has qualified  
at state competition to compete at the national conference.  
CTE - business, marketing.COST ANALYSIS: Transportation Cost: \$ 1000 Other Fees: \$ 2000 Total Cost: \$ 3000.00HOW WILL THIS BE PAID? 093400

CHARGE TO ACCOUNT:	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
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REQUISITION # \_\_\_\_\_ (attached) or other explanation of how fees will be paid: ASB, parent (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