

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: 3/8/18

PERSON/CLASS/GROUP OR ORGANIZATION MAKING THE TRIP REQUEST: PECA - N. Pham, F. Rojas

DATE OF FIELD TRIP: 4/21 - 4/24/18 DATE OF RETURN: 4/24/18

TIME OF DEPARTURE: TBD PERIODS (Circle): 1 2 3 4 5 6 7 All Day TIME OF RETURN: TBD

DESTINATION (include address): International Career Development Conference (ICDC) Georgia World Congress Center, Atlanta, GA

DISTANCE FROM SCHOOL SITE (one way): 2,500 miles

TOTAL NUMBER OF PARTICIPANTS: 2 NUMBER OF STUDENTS: 1 NUMBER OF ADULTS: 1

IF OVERNIGHT FIELD TRIP, STATE ACCOMMODATION: Hotel - TBD

MODE OF TRANSPORTATION (check one): Chartered Bus [] Private Vehicles [] Public Bus [] District Bus [] Walking []

IF USING A CHARTERED BUS, IDENTIFY COMPANY: Airline

BUS 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: \$ 3000.00

HOW WILL THIS BE PAID? 093400

Table with columns: CHARGE TO ACCOUNT, FD, RES, Y, OBJ, SOBJ, GOAL, FUNC, CCTR, SCH, MGMT. Values: 010, 0000, 0, 1151, 00, 1110, 1000, 230,730, , 0000

REQUISITION # (attached) or other explanation of how fees will be paid: ASB, parent (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) _____