

MILPITAS UNIFIED SCHOOL DISTRICT  
APPLICATION FOR FIELD TRIP APPROVAL

OP-40

Submit to Accounting Four (4) Weeks Prior To Field Trip Date

\*\*If a contract is required for the field trip, attach to OP-40

DATE: 8/23/2019

SCHOOL/DISTRICT SITE: Burnett

TRIP REQUESTOR (Person/Class/Group/Organization): Lynn Lafayette

DATE & TIME OF DEPARTURE: 9 AM Mon 2/10 DATE & TIME OF RETURN: 1:30 PM Fri 2/14 List Periods or All Day: 5all day

DESTINATION & FULL ADDRESS: Exploring New Horizons Outdoor School Loma Mar 9900 Pescadero Rd Loma Mar

\*\*\*DESTINATION, ONE WAY IN MILES, FROM SCHOOL SITE: 59 MILES

TOTAL NUMBER OF PARTICIPANTS: 69 NUMBER OF STUDENTS: 66 NUMBER OF ADULTS: 3

\*\*\*IF OVERNIGHT TRIP, STATE ACCOMMODATIONS: Camp Cabins at above destinations

MODE OF TRANSPORTATION (check one): (1)Chartered Bus ☐ (2)Private Vehicles ☐ Public Bus ☐ (3)MUSD Bus ☐ Walking ☐

(1) IF USING CHARTERED BUS, NAME OF COMPANY: East Side union School Dist. Accounting Verify Insurance (initials)

(2) IF PRIVATE VEHICLES USED, LIST DRIVERS:

(2) All drivers must complete the OP-81, meet the requirements, and have proper insurance coverage to drive. The site administrator and purchasing/contracts must verify auto insurance is current; otherwise, driver will not be allowed to drive.

(2) DRIVER'S AUTO INSURANCE IS CURRENT Yes ☐ No ☐ (Principal's initials) (Purchasing/Contracts initials)

(3) MUSD Bus has been confirmed with MOT's Bus Dispatcher Yes ☐ No ☐

PURPOSE OF TRIP (Explain how trip relates to curriculum): To meet NGSS science std - organisms in ecosystems

exchange energy and nutrients among themselves and their environment.

COST ANALYSIS: Transportation Cost: \$ Other Fees: \$ Total Cost: \$ 370 each

Fees paid by fundraising, parents and SPSSA.

ACCOUNT	FD	RES	Y	OBJ	SOBJ	GOAL	FUNC	CCTR	SCH	MGMT
TRIP										
CHARGED TO:	010	0000	0	5809	00	1110	1000	027002	14	0000

REQUISITION # PD#000341 (attach to OP-40) or other explanation of how fees will be paid: DONATIONS (i.e. ASB, PTA, students)

Categorical Justification:

Page: Activity:

Approval Signatures

Requestor:

Principal:

Date:

Date:

\*\*TRIPS NEEDING CONTRACTS

If a contract is required for this field trip, attach contract to the OP-40 for Purchasing/Contracts Office to review. Complete paperwork must be submitted at least four (4) weeks prior to the trip.

Date Received: Asst. Superintendent Signature (or designee):

\*\*\*TRIPS NEEDING BOARD APPROVAL

For all field trips out-of-state, out-of-country, overnight travel, 50 miles from the school, to San Francisco, and activities involving water will require recommendation and approval by the School Board. The principal shall approve all school-sponsored trips in advance.

Board Approved ☐ Board Denied ☐ Superintendent Signature (or designee):

Distribution After Approval: Original: Accounting Copies to: School Site for Office and Teacher

Revised Feb 2019