

Form must be in Central Office
by the 12th of the month of the
board meeting preceding the
trip

Exhibit 4.302 A-2

**GREENE COUNTY SCHOOLS
TRIP REQUEST FORM**

School: _____ Date(s) of Trip: _____

Personnel Making Request: _____ Grade Level: _____

Trip Destination: (Include All Stops) _____ City: _____

Travel Time (Round Trip) _____ Amount of Time at Destination: _____

Departure Time: _____ Estimated Return Time: _____

Title of Educational Unit & Date(s) Taught: _____

Educational Value of Trip: _____

No. of Student(s) in Class(es): _____ No. Making Trip: _____

No. of Adults making the trip: _____

No. of Out-of-County Trips Previously This Year: _____

No. of In-County Trips Previously This Year: _____

Type of Transportation: _____ No. Drivers Needed: _____

Approximate Number of Miles: _____

Total Cost of Trip: (Including transportation, entrance fee, etc.) \$ _____

Cost Per Student: \$ _____

Funding

By Students _____ Fund Raising _____ Other (Explain) _____

If students must pay, how will the waived fee students be funded?

We recommend approval of trip request.

Principal: _____ Date: _____

Appropriate Supervisor: _____ Date: _____

_____ Approved _____ Board Action

_____ Not Approved **By** _____ Executive Committee **Date of Action:** _____

Note: Bus Driver(s) will turn in driver hours and mileage at the bottom of their regular time sheet to the principal. Principals will send regular time sheet to the Central Office. The Central Office will pay the driver(s) and then bill the schools monthly for all bus usage as per policy.