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| FRESNO UNIFIED SCHOOL DISTRICT**Field/Study Trip Planning Sheet** |
|  |       |  |
|  | (Name of School) |  |

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| --- | --- | --- | --- | --- |
| Advisor/Staff Name: |       |  | Club/Class Name: |       |
| Date(s) of Trip: |       |  | Time of Departure: |       |
| Traveling To/Location of Purposed Event: |       |
|  |  |
| **Purpose of Trip/Description:** |
|       |
| Transportation tentatively reserved: | [ ]  | Yes | [ ]  | No | No. of Buses/Vans: |       |
| Account Balance: $ |       | (Sufficient funds need to be available for fieldtrip) |
| Total Cost of Fieldtrip: $ |       | (Projected or Actual) |
| Have funds been deposited to cover cost? | [ ]  | Yes | [ ]  | No |  |  |

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|  | **For Office Use** |  |
|  | Fieldtrip: | [ ]  | Approved |  | [ ]  | Not Approved |  |  |
|  |  |  |
|  | Office Manager/Financial Technician: |  |  | Date: |  |  |
|  |  |  |  |  |  |  |
|  | Signature of Administrator: |  |  | Date: |  |  |
|  |  |  |  |  |  |  |  |  |  |