

# Riverside Unified School District

## In-State Field Trip Form Multiple-Day Detailed Funding Plan

School Name: \_\_\_\_\_

Number School Days Missed: \_\_\_\_\_

Name of Group: \_\_\_\_\_

Number of Staff: \_\_\_\_\_

Destination (City/State): \_\_\_\_\_

Number of Students: \_\_\_\_\_

Name of Event/Purpose: \_\_\_\_\_

Number of Other Adults: \_\_\_\_\_

Field Trip Dates: \_\_\_\_\_

Per Student Cost: \$ \_\_\_\_\_

Revenue	For Students	For Adults
Site Fundraisers	\$	\$
Site Donations	\$	\$
Site Discretionary	\$	\$
District Allocations	\$	\$
ASB/Club Fundraisers	\$	\$
Other Fundraisers/Donations	\$	\$
Student Out of Pocket Cost	\$	
<b>Total Revenue</b>	\$	\$

Expenses	For All Students	For All Adults
Fees/Registration	\$	\$
Bus/Shuttle/Taxi/Van	\$	\$
Supplies	\$	\$
T-Shirts	\$	\$
Meals	\$	\$
Hotel/Lodging	\$	\$
Airfare	\$	\$
Parking	\$	\$
Mileage	\$	\$
Freight for Exhibits	\$	\$
Substitute Cost		\$
Other	\$	\$
<b>Total Expenses</b>	\$	\$

Notes:

Principals Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*\* Please note District/site school funds cannot be used to pay for any student cost including fees, registrations, transportation, housing or food for out of state and/or out of country trips. See Board Policy, Rules & Regulations #6153.*