

Riverside Unified School District

Out of State/Country 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	\$	
Total Revenue	\$	\$

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

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.*