



This form should be turned in 3 weeks in advance.

Employee Filling Out: \_\_\_\_\_ Date Received by CO Admin: \_\_\_\_\_

## Field Trip Approval

Who will be attending: \_\_\_\_\_

Department/Grade Level/Campus: \_\_\_\_\_

Where is the trip to? \_\_\_\_\_

Date of trip to be taken? \_\_\_\_\_

Is this a REQUIRED trip? Yes NO

Purpose for the fieldtrip: \_\_\_\_\_

Where are the funds for this trip coming from: \_\_\_\_\_

Estimated Expenses(give details ex: food, admission, snacks, transportation, special needs):

What TEKS/Objectives would this fieldtrip be addressing? \_\_\_\_\_

What task will the students be asked to complete after taking the fieldtrip? (examples: a report, drawing, speech, etc..) \_\_\_\_\_

How will this fieldtrip benefit the students: \_\_\_\_\_

**\*\*2024 - 2025 new guidelines PK-2nd field trips must be local (nothing out of the county). ALL field trips MUST tie to instructional TEKS/Objectives (senior trips are the exception). ALL field trips that require transportation can not interfere with regular bus routes (bus and bus driver must be available). \*\*\*NO **overnight** trips!!**

(Do NOT register or pay for any expenses until the field trip is fully approved. Staff/students will not be reimbursed for any fees paid prior to approval/denial.)

### Approval:

Approved \_\_\_ yes \_\_\_ no Campus Principal: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ yes \_\_\_ no Director of Instruction and Accountability: \_\_\_\_\_ Date: \_\_\_\_\_

Approved \_\_\_ yes \_\_\_ no Superintendent: \_\_\_\_\_ Date: \_\_\_\_\_

IF denied reason: \_\_\_\_\_

Travel Request Form may now be filled out with attached required documents to be processed (PO's/Check Request) and Travel Packet may now be obtained from Finance Coordinator Dolores Garza at Central Office.