



Harleton
Independent School District

Jay Ratcliff
Superintendent

**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: KERRY STRONG

Class or Organization Attending: H.S. Tennis

Location of Trip: Franklin Tennis Complex Franklin TX

Purpose of the Trip: Regional Tennis

Date Leaving: 4/19

Time Leaving: 1:30 pm

Date Returning: 4/21

Time Returning: 6:00 pm

Approximate Number of Students Attending: 4

Number of Chaperones/Teachers: 2

Number of Buses: 0

Chaperone/Teacher Names: _____

Bus Drivers: _____

KERRY STRONG

Amanda Smith

Estimated Cost per Student \$ 300 (Hotel + Meals)

Student or School Funded School

If School Funded, Account Code: Winners Act

Purchase Order Entered: 061510 - Hotel

Transportation Request Emailed:

Purchase Order Amount: 1500. hotel, 488 meals

Deposit Required: \$ _____ Credit Card or Check: _____

Paid: _____ Bal. Due: _____

Additional Information: CCA done for Hotels

Cash/Check Advance for meals - students/teachers

will sign.

Principal's Signature: [Signature] Date: _____

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____

Reg #061782 (meals) - \$488