



**HARLETON ISD
FIELD TRIP REQUEST FORM**

Employee Requesting: Kerry Strong

Class or Organization Attending: Regional Tennis

Location of Trip: Franklin, TX

Purpose of the Trip: Tennis Tournament

Date Leaving: 5/8/25

Time Leaving: 11m

Date Returning: 5/10/25

Time Returning: 3m

Approximate Number of Students Attending: 4

Number of Chaperones/Teachers: 2

Number of Buses: 1 Van

Chaperone/Teacher Names: Kerry Strong

Bus Drivers: _____

Jennifer Perez

Estimated Cost per Student \$ _____ Meal Money \$200

Student or School Funded School

If School Funded, Account Code: _____

Purchase Order Entered: _____

Transportation Request Emailed: Yes

Purchase Order Amount: _____

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

Paid: _____ Bal. Due: _____

Additional Information: We anticipate having at least 4 students qualify for the Regional Tennis Tournament.

Principal's Signature: [Signature] Date: 4/10/25

Superintendent's Signature: _____ Date: _____

OVERNIGHT OR OUT OF STATE TRIPS MUST HAVE BOARD APPROVAL

Board Approval: Yes _____ No _____ Date: _____