

Quote Trip Only \_\_\_\_\_

Reserve the Trip \_\_\_\_\_

- Please initial your request.

Date of the Trip \_\_\_\_\_ Day of week \_\_\_\_\_

School Requesting Trip \_\_\_\_\_ Grade Level \_\_\_\_\_

PO Number \_\_\_\_\_ \*\* If your District requires a PO Number that must be included on the Trip Request. This trip will not be booked until PO Number is included.

No of Students \_\_\_\_\_ No of Adults \_\_\_\_\_ No. of Buses \_\_\_\_\_

Person In Charge \_\_\_\_\_ Telephone No. \_\_\_\_\_

Type of Event \_\_\_\_\_

Pick up Location \_\_\_\_\_ Pick Up Time \_\_\_\_\_ Return Time \_\_\_\_\_

Round Trip YES or NO One Way Drop Off YES or NO

Overnight Trip YES or NO How many nights \_\_\_\_\_ Include Itinerary \*\*

Destination(s): (include address) \_\_\_\_\_  
\_\_\_\_\_

Lunch, Dinner, Restroom Stops must be shown on the trip request: \_\_\_\_\_

Is a Cargo Area Required YES or NO (Sports Equipment, Band, etc.)

Driver accommodations are arranged by the school unless otherwise noted. A Per Diem Charge of 35.00 Per Day will be billed, including any toll charges or parking fees.

**Estimate of Charges \*\* include a 10% fuel charge.**

Min. Charge 2 Hr. \_\_\_\_\_ (116.51)

Each Add. Hr \_\_\_\_\_ (29.64)

Miles \_\_\_\_\_ (1.06)

Total Estimate \_\_\_\_\_

**Durham Use Only**

Field Trip Booked on \_\_\_\_\_ Confirmed by \_\_\_\_\_ Logged \_\_\_\_\_

School Authorized Approver \_\_\_\_\_ Date \_\_\_\_\_

## Field Trip Form Instructions

- 1.0 Indicate at the top if you want a TRIP QUOTE ONLY. If you initial that area, your trip is not booked. If you want to book the trip you will need to send back the same form and indicate RESERVE THE TRIP.
- 2.0 Complete all the fields that will apply. Be sure to leave nothing blank. If it does not apply to you than write NA.
- 3.0 PO Number. This is a required field if your School or School District has asked you to get PO Number's before you schedule a trip.
- 4.0 Day and Date of the trip needs no explanation.
- 5.0 No of students No of adults and No of buses cannot be left blank.
- 6.0 Pick up location must be specific. Not just the school name but the location at the school.
- 7.0 Destination should include the address not just the name.
- 8.0 Total Trip Time and Total Trip Miles: How long do you estimate your time and miles to be.
- 9.0 Dinner, Lunch or Restroom Breaks must be shown on the trip form. This must be the city name and the location. (not the name of the restaurant). The Superintendent is required to approve all stops, including Field Trip stops.
- 10.0 If your trip includes accommodations, parking fees, tolls charges, per diems you may be required to pay ahead for those items.
  - Accommodations for the drivers will be your responsibility.
- 11.0 Trip Itinerary's will be required for any trips that are more than one stop or location and or more than one day.
- 12.0 Itineraries must be included with the trip request form.
- 13.0 Estimated charges are the fee's that we will bill your School District. We do not do 3<sup>rd</sup> party billing. If someone else is paying for the trip, they will need to reimburse you. We will not invoice them directly.
- 14.0 Your Trip Form will be faxed back to the school fax number, unless otherwise requested. This will note Trip Booked.
- 15.0 Noted also will be who confirmed the trip and when it was confirmed.