

## REQUEST FOR SCHOOL FIELD TRIP REIMBURSEMENT FOR HOMELESS STUDENTS

**Instructions:** This form is to be completed by the requesting teacher(s)/sponsor(s) and submitted to the principal prior to the date of the field trip. The teacher/sponsor is also responsible for attaching copies of the signed parent/guardian consent forms. The principal will forward these documents to the Homeless Liaison for reimbursement.

**FIELD TRIP INFORMATION** - to be completed by the responsible teacher(s)/sponsor(s)

School Name		Destination		Date of Trip
Departure Time	Estimated Time of Return	Sponsor(s) of Trip		
Reason for Trip		Administrator Authorizing Trip		
<b>Mode of Transportation</b> (Check all that apply)				
<input type="checkbox"/> Chartered Vehicle <input type="checkbox"/> School/Activity Bus <input type="checkbox"/> Walking <input type="checkbox"/> Other: Specify				
Number of Homeless Students to Attend Trip		Cost per Student = \$	Total Cost = \$	
Justify Amount Here Itemized Cost:				
<b>Identified Homeless Students</b> - provide list of homeless students who need assistance with the cost of this trip. <i>Do not include students for which you have no signed permission slip from the parent/guardian.</i>				

Teacher/Sponsor Signature	Date
Teacher/Sponsor Signature	Date
Principal Signature (Approval)	Date

(Please attach fliers, permission slips, and any other documentation related to this field trip.)

**Special Note to Teachers:** Don't forget to document this field trip for each student listed above on the Monthly Cumulative Activity Log for Homeless Students. You can check item #7 - Tutoring, Saturday School, **Cultural Enrichment Activities** or item # 20 - (Specify: Field Trip).