

**Pahin Sinte Owayawa  
(Porcupine School)  
Field Trip Request Form**

Staff Member: \_\_\_\_\_ Grade/Sport/Activity: \_\_\_\_\_

Date of Request: \_\_\_\_\_

Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_ Date of Trip: \_\_\_\_\_

Destination: \_\_\_\_\_

**DEPARTURE:**

Time of Departure / Date: \_\_\_\_\_

Time of Return / Date: \_\_\_\_\_

Is a bus driver needed? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is this an overnight trip? \_\_\_\_\_ YES \_\_\_\_\_ NO

Is lunch needed from the school? \_\_\_\_\_ YES \_\_\_\_\_ NO If YES Total cost of sack lunches \$ \_\_\_\_\_

**ITEMIZED AMOUNT FOR TRIP**

Check / PO payable to:  
(please indicate for each)

- Admission: \_\_\_\_\_
- Price of Meals: \_\_\_\_\_
- Price of lodging: \_\_\_\_\_

Total amount requested: \_\_\_\_\_

Beginning Mileage: \_\_\_\_\_

Driver assigned: \_\_\_\_\_

Ending Mileage: \_\_\_\_\_

Bus used for this trip: S- \_\_\_\_\_

# of Gallons of Fuel Used: \_\_\_\_\_

\_\_\_\_\_  
Plant Manager

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Food Service Manager

\_\_\_\_\_  
Principal

Account # \_\_\_\_\_

Grand Total Cost of Trip \$ \_\_\_\_\_

\*\*\*LIST ALL STUDENT AND ADULTS ATTENDING  
FIELD TRIP ON THE BACK OF THIS FORM.

I agree to submit all the necessary documentation, such as receipts, to the Porcupine School Business Office, for the purchase request, within 2 weeks. If I do not submit the required documentation, I give Porcupine School permission to take the missing amount from my payroll until it is paid in full.

\_\_\_\_\_  
Employee Signature