

1.8F2 -- Field Trip Reimbursement

(For events not sanctioned by the Arkansas Activities Association)

**Must be submitted to Principal with 1.8F1 - Transportation Request

School Site _____ Organization _____

**Request must be submitted to Principal a minimum of 15 school days prior to the event

**Principal must submit request to Transportation Director a minimum of 10 days prior to the event

**Upon approval by Transportation Director a copy will be sent to the requesting principal

Date of Trip	Destination
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Driver - \$12.10 per hour (x) _____ Hours (=) \$ _____

Bus - \$1.00 per mile (x) _____ Miles (=) \$ _____ (\$50.00 minimum)

Please fill out a form for each bus needed TOTAL \$ _____

** Must be submitted to Transportation Director with signed financial requisition

Principal			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Principal's Signature	Date

Transportation Director			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Transportation Director's Signature	Date

Superintendent			
Approved <input type="checkbox"/>	Disapproved <input type="checkbox"/>	Superintendent's/Designee's Signature	Date