

PARIS INDEPENDENT SCHOOLS
FIELD TRIPS/EXTRA-CURRICULAR TRIPS REQUEST FORM

Request Date (Month, Day and Year)

Name of Organization/Class _____

*Destination _____

Date of Trip _____

Location of Departure _____

Departure Time _____ Destination Arrival Time _____

Destination Departure Time _____ Return Arrival Time _____

Number of Passengers _____
(Limit 45/Bus)

Time of Meals _____ Location _____

Additional Details/Directions/Special Needs _____

Signature of Teacher/Sponsor _____

Signature of Principal _____

Signature of Transportation Director _____

Each grade level is given one trip, paid for by the Board.
If you take extra trips, you will be charged for the driver **and** \$1.50 per mile travel expense.

Please mark the following to make it easier for bookkeeping purposes:

_____ Board Paid Trip _____ Extra Trip Paid By _____

*NOTE: Out-of-State trips (e.g. Cincinnati Zoo, King's Island, etc.) require prior Board approval.