

Field Trip Exception Application

Field trips not on the approved list or overnight trips must receive approval from JWB prior to the field trip in order for it to be reimbursable.

Name of Agency: _____
Field Trip Destination (Name and Location): _____
Departing Date: _____ Return Date: _____
Number of Students Attending: _____
Number of Staff Attending: _____
Number of other Adult Chaperones: _____
Person Supervising Field Trip: _____
Purpose of Field Trip: _____
How does the Field Trip tie into your methodology? _____

What is the total cost of Field Trip you are requesting reimbursement for? _____

Please include cost of Admission \$ _____, Transportation \$ _____ and
Meals \$ _____, Lodging \$ _____

Will there be another source of revenue covering any portion of Field Trip?

No ____ If Yes how much? ____ (Include amount covered for each Admission, Transportation, Meals and Lodging).

With your application please include

- Copy of Itinerary;
- Copy of Participant List;
- Copy of expected cost (quote) and what portion agency would be requesting reimbursement. All costs for Field Trip Admission, Transportation, Meals, and Lodging should be included in the cost.

Please submit a copy of the completed form to your assigned JWB Program Financial Analyst.