

Field Trip and Activity Exception Application

Field trips or Activities not on the approved list or overnight trips must receive approval from JWB prior to the activity for it to be reimbursable. Applications must be complete, including backup, and received at a minimum of 30 days prior to the event date.

Name of Agency/Program: _____
Destination (Name and Location): _____
Departing Date: _____ Return Date: _____
Number of Students Attending: _____
Number of Staff Attending: _____
Number of other Adult Chaperones: _____
Person Supervising Activity: _____
Purpose of Activity: _____
How does the Field Trip or Activity tie into your methodology? _____
Admission Fees \$ _____, Transportation \$ _____,
Lodging \$ _____-and Meals \$ _____
Total cost of the Field Trip of Activity? _____

With your application please include:

- Copy of Itinerary.
- Copy of quotes for all expenses.

Please email the completed application to your assigned program financial analyst.

**Applications are located on the JWB website at <http://www.jwbpinellas.org/providers/>.*