

# SPECIAL SERVICES FIELD TRIP ACCOUNTING FORM

1. The request for federal fund subsidy for field trips requires prior authorization by the Director of Special Services.
2. Please submit this form to Special Services for approval before field trip costs are finalized. A copy of the District Field Trip Request form (parts 1 and 2) must accompany this form.
3. This form and the District Field Trip Request form will then be sent to the Superintendent's office for approval.

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## General Information

Date of Field Trip \_\_\_\_\_

Destination \_\_\_\_\_

Teacher / Class \_\_\_\_\_

### Description of transportation costs and cost to special education

*Please note: For special education classes, the cost should be equitable (no more, no less) to the cost for regular classes. Anything above that amount will be subsidized by federal funds. However, if the cost for a field trip is subsidized by other means (e.g. donations, free admission, etc.) and the cost for the trip is less for a student in special education than a student in regular education, there will not be authorization for federal funds subsidy.*

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### Special Services Computation and Authorization

Authorization \_\_\_\_\_ Date \_\_\_\_\_  
Director of Special Services

Amount approved \_\_\_\_\_ Account # \_\_\_\_\_

**Submit this form to Special Services with the District Field Trip Request form**