



MADISON SCHOOL DISTRICT #321  
TRANSPORTATION DEPARTMENT

**FIELD TRIP REQUEST**

**All trips must be requested a minimum of TEN school days prior to the trip.**

**TRIP FEES ARE \$3.00 per mile if outside Rexburg, and \$40.00 flat fee per bus in City Limits**

Trip Contact Information

School Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_  
Group: \_\_\_\_\_  
Requester : \_\_\_\_\_ Phone/Ext: \_\_\_\_\_  
Trip Type: \_\_\_\_\_ # of Students: \_\_\_\_\_ # of Adults: \_\_\_\_\_  
Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Contact Email: \_\_\_\_\_

**\*\*\*Wheel Chair Accommodation\*\*\* YES NO**

NOTES:

\_\_\_\_\_  
\_\_\_\_\_

Trip Destination Information

Departure Location: \_\_\_\_\_ Date of Trip \_\_\_\_\_  
Load Time: \_\_\_\_\_ Departure Time: \_\_\_\_\_

Destination Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Depart Destination Time: \_\_\_\_\_ Return to School Time: \_\_\_\_\_

Additional Destination Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Arrival Time: \_\_\_\_\_  
Depart Destination Time: \_\_\_\_\_ Return to School Time: \_\_\_\_\_

**TRANSPORTATION OFFICE USE ONLY**

Approved By: \_\_\_\_\_ Trip ID #: \_\_\_\_\_ Date: \_\_\_\_\_  
Transportation Supervisor / Trip Coordinator

[ ] Approval conformation sent to Requester

Total Miles \_\_\_\_\_ Total Fee: \_\_\_\_\_ Account: \_\_\_\_\_