

**WAVERLY COMMUNITY SCHOOLS
ESTIMATED TRIP COST WORKSHEET
FOR OUTSIDE ACTIVITIES**

For your use in calculating your field trip cost, do **not** send with your trip request form. Submit this completed form along with your Field Trip Request Form for approval to **your principal**.

TEACHER: _____ DESTINATION: _____

DATE OF TRIP: _____

LABOR COST:

TRIP HOURS _____

TOTAL HOURS (Total hours begins with 15 minutes before actual departure time from bus garage for prep/safety inspection and ends 15 minutes after arrival back to bus garage for clean-up.) _____

RATE _____ \$24.75

TOTAL LABOR COST (rate \$24.75 x total hours) _____

BUS COST:

ESTIMATED MILES (round trip – start and end point is 3809 W. St. Joseph Hwy. with trip miles in between) _____

RATE PER MILE _____ \$1.75

TOTAL BUS COST (\$1.75 x estimated miles) _____

TOTAL ESTIMATED COST (total labor cost + total bus cost)* _____

*Cost will vary based on actual labor hours, mileage, and possible meal expenses.

Trip request will not be processed without the account number or name of organization to be billed for the trip.

