



# FIELD TRIP REIMBURSEMENT FORM

ECPTA is budgeting \$10.00 per student for field trips in the 2018-19 school year.

In order for East Coventry to receive this money from PTA, please fill out the information outlined below and return this form to (Elizabeth) Betsy Iannarino, ECPTA Treasurer.

Field Trip Destination: \_\_\_\_\_ Grade: \_\_\_\_\_

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

Total Ticket Cost (Cost per ticket x number of students)		_____		
Total Bus Cost	+	_____		
PTA Allotment (\$10 x number of students)	---	_____		
Total Charge to Students	=	_____		
				(Divide by number of students for cost per student)

\_\_\_\_\_  
Signature of Teacher

\_\_\_\_\_  
Date

*Please note, the \$10 allotment does not have to be spent on one trip. It can be split up across multiple trips (for example, \$5 each for 2 field trips).*

Example:

Total Ticket Cost	\$1000
Total Bus Cost	+\$1000
PTA Allotment (90 students)	<u>-\$900</u>
Total Charge to Students	\$1100

Teachers will collect \$1100 from students, and ECPTA will give the office a check for \$900

Charge per student:  $\$1100/90 = \$12.22$