



# Field Trip Request Form

School or Dept.:  Phone:

Authorized By:  Fax:

Led By:

Date of Trip:  Day of Week:  Pickup Time:

Pickup Point (which side of building):

Group Name:  Group Grade Level:

Student Count:  Adult Count:  Total Count:  Wheelchairs:

Destination:  Return Pickup Time:

Destination Address:

Drop off Point:  Motor Coach:

Appointment Times:  Bus to stay with you? (Adds \$55 fee per bus):

Special Instructions:

**This trip is not ordered unless it is confirmed! Your confirmation will include price.**

Payment Method:  Journal Entry  Non-MPS Org.:

Fund  GL  Functional Area  Internal Order  Cost Center

**Please note: All MPS sites must complete the budget code above, or trip will not be scheduled. Entry in SAP will be done by Transportation. The school is responsible for collecting payments from parent-teacher organizations, booster clubs, community partners, etc. Exceptions:** Check "Non-MPS Org." and use drop-down list for Achieve Minneapolis, Arts in Action, Children's Theater, Division of Indian Works, Educational Talent Search, Get Ready, MCTC, Minneapolis Institute of Arts, MN Chorale, MN Landscape Arboretum, MN Valley National Wildlife Refuge, MN Zoo, Ordway Theater, St. Paul Chamber Orchestra, and Non-MPS School Sites.

Field Trip Office Phone: 612.668.2315 Email Form to: [FieldTrips@mpls.k12.mn.us](mailto:FieldTrips@mpls.k12.mn.us)  
Ordered On: