

Bierbaum PTO – Field Trip Information Form

Each classroom is budgeted \$150 per year for field trips. This amount should be used to pay for transportation and admissions. Transportation costs must be estimated, and the PTO will pay the transportation bill directly to Mehlville School District. Admissions and educational fees are normally paid directly to the provider – for example, the St. Louis Zoo. Please include any invoice for payment or other necessary paperwork with this form. Thank you!

A) EVENT

Grade level:

Number of classrooms attending:

Date of trip:

Destination:

B) TRANSPORTATION CALCULATOR

No. of students attending:

Hourly fee (\$20/hour; 2-hour min.):

No. of buses (60 students per bus):

Mileage fee (\$1/mile):

No. of hours needed:

Cleanup fee (\$20/bus): _____

Roundtrip mileage (est.):

Transportation estimate: _____

C) ADMISSION and FEES

Admission/fees per student:

Total admissions/fees:

Payment due date (in advance or day of event):

If payment is due in advance, please include invoice and complete check mailing address:
(Please allow three weeks prior to due date.)

Check made payable to:

Mailing address:

D) TOTAL ESTIMATED COST OF TRIP:

Please list all teachers participating in this field trip:

Please note that this form must be completed in full, approved by the school principal and submitted with appropriate documents and invoices before a check will be issued. If you have any questions, please contact Beth Janzer, Bierbaum PTO treasurer (johnandbethj@sbcglobal.net). *Thank you!*

Principal's signature