



FORM 230-8	
Adopted	April 2005
Last Revised	September 2017
Review Date	September 2022

FINANCIAL SUMMARY FOR EXCURSIONS

(To be submitted within two (2) weeks of completion of the trip)

Excursion Destination: _____ Date: _____

School: _____ Teacher/Supervisor: _____

Income (Actual)		Expenses (Attach receipts)		Total: (Income minus)
Item:	Amount:	Item:	Amount:	
Collected from Students	\$	Transportation	\$	
School Budget	\$	Admission Charges	\$	
Fundraising	\$	Meals	\$	
Other Sources (specify)	\$	Accommodations	\$	
		Other (specify)	\$	
Total	\$	Total	\$	\$

Submitted by: _____ Date: _____

Teacher / Supervisor Signature: _____