

**Uwharrie Charter Academy**  
**Transportation Request for Field Trip**

Request Date: \_\_\_\_\_

*\*IMPORTANT NOTICE: The Uwharrie Charter Academy does not provide insurance coverage for private vehicles used for field trips. Individuals must have adequate personal liability insurance coverage when using a private vehicle.*

*\*\* Due to COVID-19, it is necessary to verify the event's refund/cancelation policy. For example, does the school lose any portion of a deposit if either party has to cancel due to COVID and will need to be shared with our families when the field trip is scheduled.*

Requested by: \_\_\_\_\_ Grade/Class/Dept/Club/Sport: \_\_\_\_\_

Trip Date: \_\_\_\_\_ Number of Students: \_\_\_\_\_ Number of Adults: \_\_\_\_\_

Destination: \_\_\_\_\_ Address: \_\_\_\_\_

Curriculum Justification: \_\_\_\_\_  
\_\_\_\_\_

Number of Buses Requested: \_\_\_\_\_

Method of Transportation:  Activity Bus (Eagle or Church Bus)  Yellow School Bus

Charter Bus (Name of Approved Charter: \_\_\_\_\_)  Other: \_\_\_\_\_

Total Round-Trip Mileage: \_\_\_\_\_ (Note: Mileage rate is \$1.50 per Mile)

Special Instructions for the Transportation Dept.: \_\_\_\_\_

Vendor/Venue Cost: \$ \_\_\_\_\_

Meals: \_\_\_\_\_

Mileage (\$1.50 x Total Miles): \_\_\_\_\_

Substitute Costs (\$100 per day): \_\_\_\_\_

**Total Estimated Trip Cost:** \_\_\_\_\_

Total # of Students: \_\_\_\_\_

**Price per Student**  
**(Total Cost ÷ Total # of Students):** \$ \_\_\_\_\_

School Principal: _____	Date: _____
Transportation Director: _____	Date: _____
Chief Finance Officer: _____	Date: _____