

## FIELD TRIP ACCOUNTING FORM

**Teachers are responsible for collecting money from their students & parents.  
When all the money has been collected turn it in to Andrea with this form.**

Teacher \_\_\_\_\_ Date \_\_\_\_\_

Destination of trip \_\_\_\_\_

Date of trip \_\_\_\_\_

Total cost of trip: \$ \_\_\_\_\_ ( \_\_\_\_\_ Students @ \$ \_\_\_\_\_ )  
Adults

Amount Collected: \$ \_\_\_\_\_ ( \_\_\_\_\_ Students @ \$ \_\_\_\_\_ )  
Adults

Scholarships: \$ \_\_\_\_\_ ( \_\_\_\_\_ Students @ \$ \_\_\_\_\_ )

Balance: \$ \_\_\_\_\_

\_\_\_\_\_  
Teacher's Signature

\_\_\_\_\_  
Date

**Office use only:**

Amount Received: \$ \_\_\_\_\_

Field Trip paid by check # \_\_\_\_\_ Amount \$ \_\_\_\_\_

\_\_\_\_\_  
Secretary's Signature

\_\_\_\_\_  
Date

20 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

10 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

5 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

1 \_\_\_\_\_ X \_\_\_\_\_ = \_\_\_\_\_

Coin \_\_\_\_\_

Checks \_\_\_\_\_

TOTAL \_\_\_\_\_