

# Field Trip Request

**This form must be completed and submitted to [ESSERReporting@ed.sc.gov](mailto:ESSERReporting@ed.sc.gov) at least 20 days before the field trip.**

Organization Name:

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Contact Name:

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Contact Email:

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Contact Phone:

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**Destination:**

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**Date of Trip:**

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**Miles to travel (round trip):** \_\_\_\_\_ x **\$.655** = \_\_\_\_\_

**Admission Cost:** \_\_\_\_\_ x \_\_\_\_\_ **number of students**

**Total Admission Cost:** \_\_\_\_\_

**Purpose of Field Trip:**

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SCDE Use Only:

Reviewed by: \_\_\_\_\_

Approved on: \_\_\_\_\_