



Please return this completed form and any monetary collections to the office.  
Check out the back side of this form to see how MDR PTO budgeted funds for each grade's field trip.  
Questions? Contact the Meadow Ridge PTO Treasurer @ [mdrpto.treasA@gmail.com](mailto:mdrpto.treasA@gmail.com).

**TRIP DETAILS**

Grade: \_\_\_\_\_ Trip Date: \_\_\_\_\_ Destination: \_\_\_\_\_

If you are unable to provide a printout or digital copy of the field trip invoice, please complete this section.

**STUDENTS & STAFF**

cost per	# students		total cost
Student: X	attending =		all students
\$ _____	_____		\$ _____
cost per	# staff mbrs		total cost
staff mbr: X	attending =		all staff mbrs
\$ _____	_____		\$ _____
	additional costs: \$		_____
<b>Total Cost for Students &amp; Staff: \$ _____</b>			

**PARENT CHAPERONES**

cost per	# chaperones		total cost
chaperone: X	attending =		all chaperones
\$ _____	_____		\$ _____
or			
_____ chaperones are not attending			

**PAYMENTS FOR CHAPERONE ADMISSION**

Chaperones not attending

How are chaperones paying for their admission? ____ at field trip venue ____ turning in to teacher / Meadow Ridge PTO to include in payment below  <i>**confirm checks are written to MEADOW RIDGE PTO</i>	Cash collected: \$ _____  Checks collected: \$ _____  <b>Total turned in to MDR PTO: \$ _____</b>
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**PAYMENT/REIMBURSEMENTS FOR TRIP**

**MDR PTO is required to have an invoice or receipt when providing payments/reimbursements. Thank You!**

Person making request: \_\_\_\_\_ Signature: \_\_\_\_\_

Check #1 payable to: \_\_\_\_\_ Amt: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Check #2 payable to: \_\_\_\_\_ Amt: \$ \_\_\_\_\_ Purpose: \_\_\_\_\_

Provide \$ \_\_\_\_\_ cash for \_\_\_\_\_ driver tip(s)



**MDR PTO BUDGETED FUNDS FOR 2023-24 FIELD TRIPS** *(based on past years' costs + inflation adjustment)*

Grade	Assumed Destination	ADMISSION COSTS*		TRANSPORTATION COSTS*	
		Amount Per Student	Estimated Amt/Grade	Assumed Busing Needs	Total Cost of Busing/Trip
ECSE	GRCM, Deer Tracks	\$10.00	\$560	N/A	N/A
DK	Apple Orchard	\$7.50	\$585	2 RPS buses	\$380
	Boulder Ridge	\$15.00	\$1170	2 RPS buses	\$480
K	Apple Orchard	\$8.00	\$368	1 RPS bus	\$170
	Downtown Rockford	\$5.00	\$230	1 RPS bus	\$160
1st	FMG	\$9.00	\$576	2 RPS buses	\$320
	Wittenback? Civic?	\$5.00	\$320	2 RPS buses	\$280
2nd	FMG	\$9.00	\$630	2 RPS buses	\$320
	Downtown Rockford	\$5.00	\$350	2 RPS buses	\$200
3rd	Lansing - Capitol	\$5.00	\$285	1 charter bus	\$1325
	Blandford NC	\$9.00	\$513	1 RPS bus	\$150
4th	Celebration Cinema	\$16.00	\$880	1 RPS bus	\$100
	JBZoo School (5 days)	\$45.00	\$2475	1 RPS bus X 5 days	\$800
5th	GRPM	\$4.00	\$256	2 RPS buses	\$300
	GFV	\$11.00	\$704	2 charter buses	\$4610

**FOR TREASURER USE ONLY**

Date: \_\_\_\_\_ Check # \_\_\_\_\_

Payable to: \_\_\_\_\_ Amt: \_\_\_\_\_

Delivered to: \_\_\_\_\_ via: \_\_\_\_\_ School \_\_\_\_\_ USPS mail on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_\_ Check # \_\_\_\_\_

Payable to: \_\_\_\_\_ Amt: \_\_\_\_\_

Delivered to: \_\_\_\_\_ via: \_\_\_\_\_ School \_\_\_\_\_ USPS mail on \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Date: \_\_\_\_\_ Check # \_\_\_\_\_

Payable to: \_\_\_\_\_ Amt: \_\_\_\_\_

Delivered to: \_\_\_\_\_ via: \_\_\_\_\_ School \_\_\_\_\_ USPS mail on \_\_\_\_ / \_\_\_\_ / \_\_\_\_