



SCHOOL DISTRICT NO. 87

P.O. BOX 190
DEASE LAKE, B.C. V0C 1L0
Tel. (250) 771-4440
Fax (250) 771-4441

FIELD TRIP CASH ADVANCE REQUEST

School Name: _____

Cheque payable to: _____

Destination of trip: _____

Reason for the trip: _____

Dates of travel: From: _____ To: _____

Item	Estimated Cost
Meals and/or groceries:	\$
Gas expenses:	\$
Air and/or bus fares, etc.:	\$
Accommodation:	\$
Entrance fees:	\$
Other expected expenses. Details:	\$
Total advance requested:	\$

Requested by: _____ Account Code: 0-00-75507

Approved by: _____ Approved by: _____
School Principal Superintendent of Schools

A cash advance is subject to the terms noted below:

- Field trip approval must be obtained before an advance is requested.
- Notice of **10 working days** is required for the production of an advance cheque, providing the authorized travel advance form is properly completed.
- Original receipts for the total amount spent must be submitted to the Board Office **within 14 days** at the end of the trip along with any surplus funds.