**Directions:**

##### WSAC requires pre-approval for all field trips and college visits.

##### Complete this Field Trip Itinerary Form and submit it electronically to [kellyk@wsac.wa.gov](mailto:kellyk@wsac.wa.gov) at least ten days before the activity.

##### WSAC will review itineraries within five days and respond to the person who submitted the request.

##### You must enter all field trip activities into the portal within ten days of the trip.

##### Your work plan must include the activity. You will receive reimbursement when the portal entries are complete, and all documentation is submitted.

# School District/School Name:

| Field Trip Information: | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| Coordinator Contact Name/Phone: | |  | | | | |
| Field Trip Location: | |  | | | | |
| Field Trip Description: | |  | | | | |
| \*Is this Field Trip/College Visit in your Work Plan? | |  | | | | |
| School Departure Date & Time: | |  | | | | |
| School Return Date & Time: | |  | | | | |
| Participants: | | **# GU Students:** |  | **# Non-GU Students:** | |  |
| Meals Provided: | | **Breakfast  Lunch  Dinner  Snacks** | | | | |
| Itinerary: | **Arrival Time** | **Activity/Location:** | | | | |
| Arrival Time: |  | **Location:** | | |  | |
| Itinerary: | **Activity Time****To/From:** | **Activity/Location:** | | | | |
| Activity 1: |  |  | | | | |
| Activity 2: |  |  | | | | |
| Activity 3: |  |  | | | | |
| Activity 4: |  |  | | | | |
| Activity 5: |  |  | | | | |
| Activity 6: |  |  | | | | |
| Activity 7: |  |  | | | | |
| Activity 8: |  |  | | | | |
| Activity 9: |  |  | | | | |
| Activity 10: |  |  | | | | |
| Departure Time: |  | **Site Departure:** | | |  | |

# **Notes/Additional Items**

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#### **\*Note**: If this field trip is not specified in your work plan, you will be required to submit a budget revision.