



Division of Grants Administration Request for Specific Expenditure Approval: Educational Field Trips

Costs of entertainment, including field trips, have been determined to have a programmatic purpose for this federal or state grant program and are specifically authorized in the program guidelines.

You must have specific approval to use these federal or state grant funds for the costs of field trips. Complete this form and submit it with your grant application to request specific approval to expend federal or state grant funds on costs of field trips.

Limit one request for specific approval per form. (Note: One request for the same field trip location may include multiple campuses or grade levels.)

Name of Federal or State Grant

Name of Grantee County-District # Date

Description of Proposed Field Trip

Destination # of Attendees

Type of transportation Duration of instructional component Supported TEKS component(s)

How does this expenditure address a need previously identified in the campus comprehensive needs assessment?

How will this activity be evaluated to measure a positive impact on student achievement?

List (or attach lesson plans leading to this trip; and lesson plans after the trip, including follow-up activities.

Completed forms must be sent to the Program and Grant Administrator for approval

Program Administrator:

Grant Administrator:

Grant Administrator will submit the request to TEA for approval

Date Submitted to TEA for Approval:

Date Approved by TEA:

Date of approval by the Board:

Only if applicable