



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)

Describe the purpose of providing this field trip to attendees.

Describe how the field trip supports the goals and objectives of the federal or state grant.