

Field Trip/Co-Curricular Event Calculation Sheet

School:	Date of Application:
Class/Group:	Grade(s):
Date of Trip/Event:	
Destination:	
Total kms (to and from) destination:	
Departure time from school:	Arrival time at venue:
Departure time from venue:	Return time to school:
Total hours of field trip:	
Total number of students participating:	
Total number of staff/chaperones:	
Number of busses required:	
Student Cost	
# of tickets/entrances passes to be purchased (students/chaperones)	
Price for each ticket/entrance pass	
Other students expenses	
Sub Total per Student	
Total Event Costs	
Bus Driver Cost (calculation of pay for drivers on field trip)	
First 3 hours and 45 kms	
Hourly rate (total # of hours minus "First 3 hours")	x
Kilometer rate (total # of kms minus 45 kms)	x
Meals/other expenses	
Accommodation	
*Note-there may be benefits in addition to the above driver costs ie CPP & EI	
Total cost / driver	
# of drivers required	
Total Cost for Driver(s)	
Bus Costs (calculation of bus cost)	
Total number of kms (minus first 45 kms)	x \$.91/km for bus
Total cost / bus	
# of busses required	
Total Cost for bus(es)	
Sub-Teacher Costs	
Full Day (\$199.38) X Number of Days	Half Day (\$99.69) X Number of Half Days
Total Trip Cost	
Total # of students/chaperones to pay the Field Trip/Co-curricular fee	
Cost / person	
updated May 2019	