



# Grants Administration Division Justification of Specific Expenditure: Educational Field Trips



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

You must justify your plans to use federal grant funds for the costs of field trips. Complete and maintain this form locally to document the justification of your planned expenditure of federal grant funds on costs of field trips.

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

Name of Federal Grant

Name of Grantee  County-District #  Date Submitted

## 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 grant.

Describe the specific need, as identified in your comprehensive needs assessment, for this field trip.