http://montgomeryschoolsmd.org/schools/poolesvillehs/gr/temp_blackhead.gif

**Field Trip Substitute Information Sheet**

(Please complete a separate form for each substitute)

Name of Field Trip test field trip

Field Trip Sponsor/Account Manager test manager

Date of Field Trip 06/07/19 Field Trip Account Number 1234



Name of Substitute test substitute

Substitute ID Number 1234

Name of Staff Requiring Substitute test teacher

**NOTE: Please submit this form with the Field Trip Accounting Report (MCPS Form 280-41) to the Financial Specialist.**

PHS Revised 8/10