






## Destinations

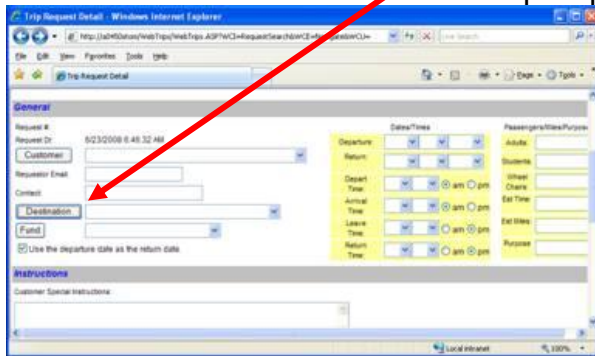
-  Trip must be to a “real place” no TBA (to be announced)
  - Trip requests that have a vague destination such as ‘horse farm’ and or no address will be ‘denied’
  - NO PO Box addresses
  - If you cannot find the destination you want in the destination drop down box, please add a new one.
  - Please give as much information as you can when adding a new destination.
  
-  Approved destinations for the school year are listed on the field trip site and are authorized by Risk Management Department [Field Trip Information](#)
  - Sign on to the PCS intranet
  - Intranet/Staff Page
  -
  
-  NO OUT OF COUNTY TRIPS during Regular School days.
  
-  NO OUT OF STATE TRIPS. Field Trips are always within Florida State lines.
  
-  Summer ONLY – Adjacent counties (Hillsboro, Manatee, Pasco)

 **SEE NEXT PAGE FOR INSTRUCTIONS TO ADD A NEW DESTINATION**

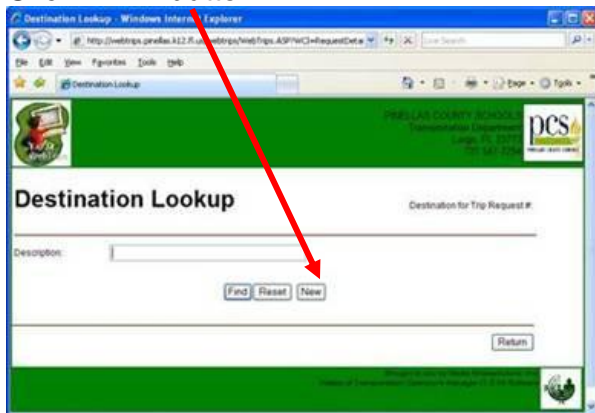
## Add New Destination

- \*NOTE the new destination will not be in the data base until the request has been accepted.

Click the destination button on the trip request screen



Click NEW button



Fill in as much as you can / click return

