

# Transportation Department Field Trip Worksheet

Destination: \_\_\_\_\_

Date: \_\_\_\_\_

Total Mileage: \_\_\_\_\_ (Round Trip)

X \$1.50 per mile = \_\_\_\_\_

Other Charges: \_\_\_\_\_ (driver meals, overnight lodging, parking, tolls, etc.)

Total Use of Bus Expenses: \_\_\_\_\_

Departure: \_\_\_\_\_

(Add 30 minutes for pre-trip / loading)

**\*\*\* REMINDER \*\*\***

Return: \_\_\_\_\_

(Add 15 minutes post trip for unloading / bus check)

Interstate maximum speed: 55 mph

Secondary road maximum speed: 40 mph

Total on duty hours: \_\_\_\_\_

X \$10.00 per hour = \_\_\_\_\_

Total Driver Expense: \_\_\_\_\_

Total Bus Expense: \_\_\_\_\_

Total Driver Expense: \_\_\_\_\_

Estimated Trip Total: \_\_\_\_\_