

FIELD TRIP REQUEST ACCOUNTING PROCEDURE

The teacher must adhere to the following procedure:

1. Fill out and submit forms to the principal to be forwarded to the superintendent for approval:
 - A. Activity Trip Bus Request (required for ALL field trips even if not using a bus)
 - B. Professional Leave Form for teacher
 - C. Administrative Leave Form for driver, if field trip driver is a regular school bus driver and a sub driver is required for the regular route. **
2. **Immediately upon approval, secure a signed purchase order** (follow Guidelines to Purchasing) and Receiving Report from school office. Attach a copy of approved Activity Trip Bus Request form to purchase order request form.
3. Secure and fill out completely Field Trip Reimbursement Form. This form will serve as the invoice for the purchase order. The vendor will always be Coffee County Board of Education. (This form must be used for LSA.)
4. Money for payment for mileage and/or field trip driver must be receipted and turned in following Guidelines for Receipting and Turning in Money.
5. Provide a list of persons going on trip to the office and a duplicate for the bus driver.
6. **THE DAY following the trip**, take forms listed below to the office.
 - A. Completed Field Trip Reimbursement form
 - B. Completed purchase order and Receiving Report (LSA)
 - C. Copy of approved Activity Trip Bus Request Form
 - D. Completed Journal of Odometer Readings for Activity Trips form (BE SURE PRINCIPAL HAS SIGNED THIS FORM)
 - E. Approved Professional/Administrative Leave Form(s) to the school secretary.

A check will be issued to the field trip driver from the central office.

Administrative Leave form(s) and check to central office to pay field trip driver and/or substitute driver must accompany monthly payroll. Your immediate follow through is required.

Any personnel who attend workshops, conferences, seminars, etc. must fill out a Professional Leave Form PRIOR to being absent. Follow Steps 1 B and 6 C.

Regular bus drivers may drive for a field trip that does not interfere with their route. They must be paid for each hour starting with the time they leave until the time they return to school. Regular bus driver may **volunteer to drive if they have a child participating in the field trip. If the regular bus driver uses pre-approved Personal Leave or takes Leave Without Pay, they can receive payment for the field trip. Regular bus drivers who use Administrative Leave will not receive pay for the field trip.