

**Elmore County Public Schools**  
**Athletic/Extracurricular/Field Trip**  
**Authorization Report**      Trip # 17/18-\_\_\_\_\_

School: \_\_\_\_\_

Subject Area/Group: \_\_\_\_\_

Teacher/Coach: \_\_\_\_\_

Cell Number: \_\_\_\_\_

Purpose of the Trip: \_\_\_\_\_

Destination of Trip: \_\_\_\_\_

Date of Trip: \_\_\_\_\_

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

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

Group Size: \_\_\_\_\_

Number of Chaperones: \_\_\_\_\_

Driver's Full Name: \_\_\_\_\_

Cell Number: \_\_\_\_\_

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**Mileage:**

Bus: # \_\_\_\_\_

Odometer Ending Mileage: \_\_\_\_\_

Odometer Beginning Mileage: \_\_\_\_\_

Total Miles Traveled: \_\_\_\_\_ @ \$1.20/mile = \$ \_\_\_\_\_ Bus Operation Cost

\$ \_\_\_\_\_ Driver Cost (include benefits)

\$ \_\_\_\_\_ **Total Cost**

\_\_\_\_\_ **Check Number**

**Pay rate for Drivers** (for up to 6 hours) is \$43.50. (Additional \$8.81 must be included for the cost of benefits.) Total cost is **\$52.31**. For trips over 6 hours, there will be an additional cost of \$7.25 per hour and \$1.59 per hour for cost of benefits for a total of **\$8.84 per hour over the 6 hour limit.**

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I certify that the above trip and the total hours indicated were made as authorized.

Teacher: \_\_\_\_\_

Driver: \_\_\_\_\_

Principal: \_\_\_\_\_

It is the Teacher/Coach responsibility to see that all monies for trips are turned in to the school Bookkeeper before the following payroll for drivers and operational costs to be paid promptly.