

PLAINEDGE SCHOOL DISTRICT

District Paid Field Trips Procedures v1

Definition:

District paid field trips are trips that have been budgeted and are either part of the approved curriculum, or relate to competitions in which Plainedge students have historically participated.

Procedures:

Even though a field trip has been budgeted, the teacher/administrator still must make a formal request during the school year in which the trip will be taken. This entails taking the following steps so that the Assistant Superintendent for Curriculum and Instruction, and the Business Office can make sure the appropriate approvals have taken place, and ensure that payment is made in a timely fashion.

1. Requestor fills out the following forms and submits them to Building Administration for approval:
 - Application for Field Trip form
 - Transportation Office Application for All Scheduled Field Trips form
2. The Building Administrator will verify that the trip was budgeted, and if approval is given, the Building Administrator will forward the forms to Assistant Superintendent for C & I. The appropriate budget code should be noted on the forms.
3. Assistant Superintendent for C & I will review the submission and will check the budget code to ensure that sufficient funds are available to cover the costs of the trip. Costs noted should include:
 - Admission fees
 - District field trip salaries
 - Contract field trips
4. If approval is given, Assistant Superintendent for C & I will forward all original forms to the Supervisor of Transportation, and a copy of the Application for Field Trip form will be given to the Business Office.
5. Supervisor of Transportation will review the paperwork, assign a trip number and schedule a bus for the trip. A copy of the Application for Field Trip form and a copy of the Transportation Office Application will be sent to the Business Office. Copies of both forms will also be sent to the Building administrator who approved the trip and to Assistant Superintendent for C & I. A listing of field trips will be kept by the Business Office. **Please do NOT send out permission slips to students until approved forms have been received by the Building Administrator.**
6. If Supervisor of Transportation deems that **a contracted bus** is necessary, a copy of the forms mentioned in #5 above will be given to the Purchasing Agent by the Business Office. Purchasing Agent will ensure that all appropriate contracts and Purchase Orders are in place so that the trip may proceed smoothly and payment will be made in a timely fashion.
7. Payment to vendor(s):
 - Requests for payment must be submitted to Accounts Payable via a receiving copy and a vendor invoice. **These must be accompanied by a list of students, faculty and chaperones.**
 - If a contracted bus is used, **the bus company invoice, along with a copy of the approved Field Trip application form, should be forwarded to Transportation.** Once the invoice has been signed by Supervisor of Transportation, the invoice and copy of the Field Trip application form will be forwarded to the Business office, where a check will be cut payable to the bus company.

*****PLEASE NOTE:** Because A/P checks are cut only 2x/month (around the 15th and 30th of each month), any check needed for a field trip (for charter bus, etc.) must be requested **at least 4 days prior to a check run**, and include any supporting documentation necessary (e.g., class lists).