

**Rio School District
Request for Field Trip**

Form must be Submitted 30 days prior to date of field trip

Step 1: Enter the full account code number to charge (obtain from principal or Fiscal Services):

Step 2: Obtain field trip number from Transportation Dept: FIELD TRIP #

Step 3: Fill out table below

Today's date _____	Field Trip date _____
School _____	_____
Teacher(s) _____	_____
Walking? _____	School Bus? _____
Charter/Other? _____	Grades _____
Number of students _____	Number of Adults (10:1 ratio) _____
Destination _____	_____
Alt. date/s _____	_____
Time Leaving _____	Time returning _____
Rationale for trip _____	_____
Water Activities/craft? _____	(7:1 ratio if involves water/water craft)

*****REMINDER*** ALL CHILDREN MUST HAVE A SIGNED PARENT PERMISSION SLIP**

Step 4: Notify food services

Will you need the school cafeteria to prepare lunches? If so, how many?
(If the trip is longer than 3 hours, a meal is required by Ed. Code 49550.)

Step 5: Signatures & dates

Teacher signature _____ Date _____

Principal's signature _____ Date _____

Board approval _____ (For out of state or overnight travel)

Step 6: Send completed form to Transportation Dept., Principal/Office Manager, Purchasing and Food Services (if applicable)

To be completed by Transportation Department

Bus number		Bus driver	
Charter Bus Company		Approved by	
Miles		Hours	

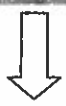
To be completed by Purchasing Department

PO#		Entrance Fee	
Invoice #		Date invoiced	
Insurance requirement?		Water activities/craft?	

RIO SCHOOL DISTRICT FIELD TRIP REQUEST FLOW CHART MUST PLAN 30 DAYS IN ADVANCE

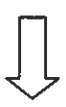
Requisitioner

1. Completes a field trip request
2. Contacts transportation for availability
3. Records the issued field trip number
4. Fills out a separate Purchase Requisition for admittance fees.
5. Goes to Principal for account number and signature.



Principal

The Principal assigns an account number, signs and forwards to Director of Fiscal Services to verify funds.



Director of Fiscal Services

1. Forwards verified Field trip forms to Purchasing and Transportation
2. Forwards requisitions for fees to Purchasing.

Office Managers, Principal or Teachers,
"Do not send form to Transportation"

Transportation

Lead Bus Driver will assign a RSD Bus or arrange for a charter bus.



Accounts Receivable

Upon completion of the field trip, the Lead Bus Driver will provide mileage and hours to Accounts Receivable for billing purposes.

Purchasing

Purchasing will issue PO's for admittance fees and send copies to Food Service if needed.



Accounts Payable

Accounts Payable will provide paid chartered bus invoices to Accounts receivable for billing.

Rio School District
“REQUEST FOR FIELD TRIP” PROCEDURES

TEACHERS:

- Please coordinate field trip dates with your principal. Choose an alternate date, if needed.
- Secure a funding source to pay for the trip. If an outside agency has agreed to pay for transportation, you must provide a signed letter, on their letterhead, to that effect.
- Fill out the Request for field trip form
- Contact the transportation department at 805 981 7708 for a field trip number and availability.
- Write your field trip number on the form.
- If District buses are not available, Transportation will get a quote from an approved Vendor.
- **DO NOT CONTACT ANY BUS COMPANY ON YOUR OWN**
- With your Office Manager, insert the account code(s) to be charged
- With the assistance of your Office Manager, entrance fees or tickets should be on a separate Requisition form. Enter the budget account code on the Buy Out as on the Request for Field Trip form. **Please do not write “ASB” or “PTA” in the account to be charged.**
- **Give the completed Request for Field Trip form and Buy Out Requisitions to your principal**
- Allow a MINIMUM of 30 DAYS to process the paperwork and book the trip.

PRINCIPAL:

- Review paperwork to ensure that the trip complies with Ed. Code and Board policy
- Review, sign and date the Request for Field Trip and Buy-out Requisition forms.
- **Forward the completed Request for Field Trip form and Buy Out Requisitions to the Director of Fiscal Services.**
- If categorical funds are used, Business Services will secure approval from Educational Services.

EDUCATIONAL SERVICES:

- Review request and approve or disapprove use of Categorical funding – communicate decision to Business Services

TRANSPORTATION:

- Once the completed form is approved by Business Services, the field trip will be booked.
- On trips being done by outside vendors, send a copy of the quote to Purchasing.
- After a completed trip, send a copy to accounts receivable with hours and mileage.

PURCHASING:

- Issue purchase orders for bus and for admission fees, as needed
- Request check(s), as needed
- Send copies to food service , as needed.

FOOD SERVICE:

- Provide lunches, as needed

ACCOUNTS PAYABLE:

- Issues checks and pay invoices as needed

ACCOUNTS RECEIVABLE:

- Issue billings to field trip sponsors and collect funds