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

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

***REMEMINDER*** 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

<table>
<thead>
<tr>
<th>Bus number</th>
<th>Bus driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Charter Bus Company</td>
<td>Approved by</td>
</tr>
<tr>
<td>Miles</td>
<td>Hours</td>
</tr>
</tbody>
</table>

To be completed by Purchasing Department

<table>
<thead>
<tr>
<th>PO#</th>
<th>Entrance Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice #</td>
<td>Date invoiced</td>
</tr>
<tr>
<td>Insurance requirement?</td>
<td>Water activities/craft?</td>
</tr>
</tbody>
</table>

Revised 11/6/17
Accounts Payable

Accounts Receivable for Billing:
- Paid charged bus invoices to Accounts Payable, who will provide
  Purchase Orders.

Food Service and field trip
- Administrative fee and send copies to Purchasing.

Requisition:
- Request to Principal for field trip number.
- Records field trip number
- Completes a field trip request.
- Completes a field trip request.

Principal

Do not send form to Transportation

Office: Managers, Principals, or Teachers.

Director of Fiscal Services

Fuel
- Requests for reimbursement of fuel
- Requests for reimbursement of fuel
- Requests for reimbursement of fuel
- Requests for reimbursement of fuel

RSD Bus Director for a
- LED Bus Director will assign a
- Transportation

Charger Bus:
- RSD Bus Director for a
- LED Bus Director will assign a

Must Plan 30 Days in Advance
Field Trip Request Flow Chart
Rio School District
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

Revised August 2019