Revised 5/13/10

LOCAL SCHOOL EXTRACURRICULAR TRIP REPORT

SCHOOL ______________________ REPORT MONTH ________________

TRIP DATE	TRIP DESCRIPTION (Be Brief)	DRIVER INFO				TEACHER INFO			MILEAGE AMT
		DRIVER NAME	DRIVER PAY	SUB DRIVER NAME (If Needed)	SUB PAY	TEACHER NAME	SUB NAME	SUB PAY	

Payment Schedule	
Report Month	Check Date
Aug	9/30
Sep	11/1
Oct	12/1
Nov	1/1
Dec	2/1
Jan	3/1
Feb	4/1
Mar	5/1
Apr	6/1
May	7/1

TOTALS DUE FROM SCHOOL

______ TOTAL DRIVER COST

______ TOTAL SUB DRIVER COST

______ TOTAL SUB COST

______ TOTAL MILEAGE COST

______ **TOTAL OWED BY SCHOOL** (Write one check for this amount.)

**Notes and instructions on reverse side.

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INSTRUCTIONS

1. This report is a summary of **ALL** trips / Activities involving student.
2. It is for the time period beginning the 1st day of the month and ending the last day of the month.
3. It summarizes all costs involved in field trips.
4. Copies of all field trip forms should be attached to this report.
5. One check should be written for the total cost and attached to this report.
6. This report should be sent to the Central Office within **5** days after the close of report month **WITH** the Scholastic Payroll

OTHER NOTES

1. Weekly driver time sheets should be on file at the local school for each regular driver to satisfy audit requirements. Time sheets should show all work performed for the Board of Education. Time sheets will be turned in on Monday following a Saturday through Friday work week.

2. Organizations are required to pay for meal & lodging expenses for drivers on overnight trips. Itemized receipts must be submitted to local school for reimbursement.

3. Drivers may not work over 40 hrs. per week.

4. Report due in Central Office with Scholastic Payroll.
   Submit original report, a copy of all Field Trip forms included in this report, and a check for the total amount due Board from your school.
   File one copy of all forms, including bus driver time sheets at the local school.

Post copy of report on bulletin board or wall for bus driver access.