

Bath County Schools

Owingsville, Kentucky

TRIP/TRANSPORTATION REQUEST and TRIP RELATED REQUEST FOR PURCHASE

Date of Request _____

Request must be submitted to the Transportation Director 2 weeks in advance of trip. A separate request must be filled out for each trip.

(Requests for Out of State trips must be submitted in timely manner for BOARD APPROVAL)

School:	Teacher in Charge:	Group:	Number of Riders:	Destination:
Date of Trip:	Departure Time:	Return Time:	Curriculum Objective:	
No. Vehicle(s) Requested: _____ Bus _____ Coach _____ Suburban		Comments: (Include all Directions or Special Instructions)		
Estimated Travel Expenses:		No. of miles _____ (@ \$ _____ per mile)	X No. of Buses _____ = \$ _____	
		No. of hours _____ (@ \$ _____ per hour)	X No. of Drivers _____ = \$ _____	
Funding Source: _____		No. of students _____ X cost of event or admission _____ = \$ _____		
				Estimated Total \$ _____

Trip Related Professional Leave

Name of All Employees Taking Trip: _____

Trip Related Professional Leave Expenses (If Applicable)

Leave But With No Travel Expense _____ Partial Expenses _____ Full Expenses as per School Board Policy _____ Approved With Funds from _____ (Project)

If School Board funds are authorized a travel plan with carefully estimated expenditures must be made. This implies communication with program coordinators that can give reliable figures. Attach a program or communication if available.

Lodging Expenses: _____ Nights @ _____ Per Night..... \$ _____

Meals: _____ Number..... \$ _____

Registration Fees \$ _____

Substitute Cost _____ X No. of Subs _____ Funding Source for Sub _____ \$ _____

TOTAL \$ _____

Trip Related Purchase Request (If Applicable)

Trip Related Purchase Request

Company _____

Company _____

Address _____

Address _____

Quantity	Item	Price	Amount
	Total		

Quantity	Item	Price	Amount
	Total		

MUNIS CODE / Account No _____

MUNIS CODE / Account No _____

(1)TRIP APPROVED _____
(Immediate Supervisor) Date

(4) PURCHASING DIR. _____
Date

(2)PROGRAM DIR. _____
Date

(5) TRIP APPROVED _____
(Superintendent) Date

(3)PD COORDINATOR: _____
Date

(6) TRIP APPROVED: _____
(Transportation Director) Date

The Bath County Board of Education travel policy requires all personnel to have advance approval of the Superintendent. All out-of-state travel and in-state travel exceeding \$ 150.00 in cost per individual must have prior Superintendent and Board approval. When a group (more that one) makes a request to attend a particular meeting, transportation and lodging (if applicable) must be combined into as few vehicles and rooms as feasible A maximum of \$40.00/day will be reimbursed for meals. **UPON RETURN A F75 MUST BE SUBMITTED FOR REIMBURSEMENT.** Expenses claimed must be receipted for all transactions over \$2.00.

**DISTRIBUTION: SEND ALL COPIES TO TRANSPORTATION DIRECTOR.
YELLOW TO IMMEDIATE SUPERVISOR**

**ORIGINAL TO CENTRAL OFFICE,
PINK TO TRANSPORTATION DEPARTMENT**

GOLD TO EMPLOYEE REQUESTING TRIP