

Field Trip Tips



Field Trip Expenses – Making Sure They Get Paid

1. Submit a Field Trip Request Form to the [Help Desk](#) as soon as you have a confirmed date for your field trip. It must be approved by the Site Administrator (for day trips) or the Superintendent (for water trips or overnight trips) before purchase requisitions and/or requests for payment can be processed.
2. If you need the payment on the day of the field trip, submit a purchase requisition and attach a copy of the invoice at least 10 business days before the field trip.
3. Send a hard copy of the invoice to Accounts Payable so the check can be prepared.
4. Do not use your personal funds or personal credit card to pay for field trip expenses. Most venues accept purchase orders or they take credit card payments. The Purchasing Department can make the payment with the District's credit card.

Statutes and Board Policies

Field trips are authorized by statute (Ed. Code 35330) and a fee can be imposed. Transportation fees for field trips may also be imposed.

All students in the identified group of participants must be allowed to go on the field trip if they choose, even if they cannot pay for it. A student may be excluded from the field trip by the Principal if his/her presence on the trip would pose a safety or disciplinary risk.

All funds raised by students or collected from them must be deposited into District-audited accounts, not kept in a classroom or deposited into a staff member's personal account.

Out of State Trips

District funds may not be used to pay student expenses for out-of-state or out-of-country field trips. District funds may be used to pay the expenses of the teacher and chaperones for such trips. NOTE: If an outside organization is setting up the trip and participants are paying directly, such as the Washington DC trip, the District auditors have said that it is not school-sponsored and therefore is not considered a field trip. The teacher takes his/her own personal time to participate; the substitute may be paid for with site funds. Per Ed. Code 35330, the students are counted as absent for attendance purposes.

If a teacher sets up the field trip and collects the funds, or the funds are paid to the school, then the trip is school-sponsored and the field trip process applies.