

Field Trips

General Coding Guidelines

- **Correct Coding:** All field trips must be coded strictly as either "**Field Trip - For Students**" or "**Field Trip Overnight**".
- **Prohibited Coding:** Do **not** code field trips as "Fees".

Required Documentation

Every field trip requisition requires an official reservation confirmation that details:

- Event location, date, and specific times
- Total number of students attending
- Total number of teachers and chaperones attending
- Primary field trip contact person

Payment Options & Methods

- **Purchase Order (PO):** This is the preferred method, as most vendors accept PO's. Simply attach the official Reservation Confirmation to your requisition.
- **Check Request (Upfront Payment):** If the vendor requires payment prior to the trip, a check can be issued.
 1. Secure the reservation.
 2. Have the office secretary sign the confirmation with a written note stating "**Okay to Pay**" to initiate the process.
 3. **Important Note:** Checks require **6–8 weeks** to process. Please plan your requests accordingly.
- **Cal-Card (Credit Card):** Use this method *only* if credit is the vendor's sole accepted means of payment. Work directly with the vendor to reserve the trip, and the Purchasing Department will coordinate the credit card payment once the requisition enters their workflow.