

CTSO/Club/Group Name: _____ Date of Trip: _____

Field Trips/Transportation/School Nutrition

As a CTSO/Club adviser, you are responsible for transporting students to/from conferences and workshops. Please refer to the following protocol in an effort to improve efficiency and safety for all students. Adherence to this protocol will also help ensure that all transportation and food nutrition service requests are processed in an efficient manner. All field trips (competition and non-competition) must be properly submitted via the TripFinder software for processing at least one week prior to trip.

The Principal and/or CTAE Director must approve funding for all travel and substitute teacher requests at least two weeks in advance. The school principal authorizes your participation. If travel is completed or substitutes are used without prior approval, your request for, after the fact funding, will be denied.

Transportation, School Nutrition Request and Approval Process	Complete
1. Complete Professional Leave Form in ESS (Month in advance) This form should be completed a month prior to trip	☐
2. Secure bus driver for trip (Month in advance) - It is the adviser's responsibility to secure a bus driver. - There is a set fee for bus drivers, (see Cost associated with field trips below) but if it is an overnight trip, you can negotiate and agree on a rate with the driver. The driver must agree to the rate prior to the trip. This agreement should be written on the Trip Report Form and must include FICA at 7.65%. - A PO# should also be included on the Trip Report. (This can be added on the day of the trip.) - You, as the adviser, should keep the pink copy of the Trip Report for your records. <u>Paying Hotel and Bus Driver for Shared Trips:</u> When two schools are sharing the cost of the bus driver, one school (School A) can pay all of the expenses and invoice the second school (School B). Please make sure you follow these procedures: <u>School A</u> - Before the trip, key a purchase order for the full amount of the bus driver's hotel room. - Before the trip, key a purchase order to Emanuel BOE for paying the bus driver in full. - Be sure to include the following on the purchase order: - Name, location, and dates of the trip. - Bus driver name, if you already know who it will be.	☐

• Be sure to keep a copy of the signed (by the bus driver) Trip Report and the hotel receipt to attach to the invoice. • After the trip, key an invoice to School B and attach a copy of the Trip Report and the hotel receipt. • Be sure to include the following on the invoice: ○ Name, location, and dates of the trip. ○ Bus driver name and trip #. <u>School B</u> • Before the trip, key a purchase order to School A for half of the bus driver's hotel room and half of the bus driver's pay. Be sure to include FICA. • On the PO, be sure to include the following: ○ Name, location, and dates of the trip. ○ Bus driver name, if you already know who it will be. This should be completed a month prior to trip.	
3. Secure substitute to cover classes for all days (Two weeks in advance) • This should be complete a minimum of 2 weeks prior to trip.	☐
4. Submit trip details in TripFinder (As soon as the bush driver is secured and prior to 7 days. Saturday and Sunday does not count.) • This should be completed, at minimum, seven school days prior to departure date. • In TripFinder, in the Name box, please enter: School Initials/Event (example) SHS/FBLA Fall Leadership Conference and Competition • Be sure to include the bus driver's name in the Notes section in TripFinder. • Be sure the <u>SAVE</u> the trip in order to get a Trip ID#. Once details for the trip have been submitted into TripFinder, a trip ID number will be generated, add this ID number to the Trip Report. • Submit EARLY! Any information can be changed/corrected via email to Paula Amerson. Be sure to include the Trip# in the email.	☐
5. When booking an overnight trip (Week in advance): • A purchase order must be completed in order to have a check cut or to use the JP Morgan credit card for student rooms. (This type of PO should be submitted to your bookkeeper at least a week prior to your trip.)	☐

○ If using a school credit card to pay for student rooms, the purchase order must be to Emanuel County Board of Education. <u>Please include the name of the hotel, the dates of the stay, and the number of rooms in the description of the expense for the PO.</u> ● As the adviser, you will pay for your room with your personal credit card and submit an expense statement when you return. Remember all expenses (except food) must have receipts. ● Take a copy of the hotel/motel tax form and a copy of the sales tax form. If the hotel refuses to remove the taxes from your room, please have the hotel representative make note of it on your hotel receipt and sign/initial it. (If the hotel refuses to remove the taxes from your room, if you submitted the tax forms, you can be reimbursed for the charges.) ● Remember to include a room for the bus driver. <u>A bus and driver must stay with the group on the trip. The bus driver cannot leave you and return to pick you up on another day.</u> ● Once you return from your trip, submit all receipts to your bookkeeper for documentation.	
6. Possible Expenses on the trip: ● If you feel you may have CTSO/Club related expenses while you are on the trip, you can key a PO for a Cash Advance or for use of the JPM Credit Card. These expenses could include, but are not limited to: Competition materials and supplies, extra fuel for the CTAE Truck or bus, activities for students (meals, entertainment, etc.), or unexpected emergency expenses. ○ For a Cash Advance (check with your bookkeeper as some schools may no longer allow cash advances): You will key a PO to yourself as the adviser. You must provide a list of the expected expenses. See examples above. If you have entertainment booked prior to the trip, go ahead and provide a detailed description of the entertainment. For example: 5 Sea World Tickets-\$105/ticket \$525. You will cash the check and take the cash with you on the trip. You <u>MUST maintain ALL</u> receipts for <u>ALL</u> cash spent. When you return, you will submit the remaining cash and all receipts with the PO number written on the receipt. The cash and receipts returned <u>MUST</u> match the amount of the PO. ○ For use of the JP Morgan Credit Card. You will key a PO to Emanuel County Board of Education. You must provide a list of the expected expenses. See examples above. If you have entertainment booked prior to the trip, go ahead and provide a detailed description of the entertainment. For	☐

example: 5 Sea World Tickets-\$105/ticket \$525. You <u>MUST maintain ALL</u> receipts for <u>ALL</u> uses of the JP Morgan credit card. You will submit <u>ALL</u> receipts, with the PO number written on the receipts, to the bookkeeper upon your return. <u>YOU CAN ONLY USE THE JP MORGAN CARD UP TO THE AMOUNT OF YOUR PO.</u> ▪ If using a school credit card to pay for student rooms, the purchase order must be to Emanuel County Board of Education. Please include the name of the hotel, the dates of the stay, and the number of rooms in the description of the expense for the PO.	
7. Notify the lunchroom staff of your trip, they need to know how many students will be absent. (Two weeks in advance) To support our Food & Nutrition Department and ensure every student has access to a meal—especially those who may not have money to spend on food during trips—we need <u>all field trip groups to take school-provided meals</u>. When meals are not taken, the district loses federal reimbursement funds that our program depends on to operate. To avoid this loss, groups that choose <u>not</u> to take the meals will now be responsible for reimbursing the Food & Nutrition Department for the missed meal funding. Taking the prepared meals costs your club nothing and guarantees meal access for all students, especially those who need it most. Field Trip Meal Procedure – School Nutrition 1. Notify the lunchroom staff at least two weeks in advance of your trip. They must know how many students will be absent on the day of travel. 2. School Nutrition will prepare breakfast (if leaving prior to meal service) and lunch for all participating students. It is the responsibility of the teacher/adviser to pick up the meals the morning of the trip and ensure they are transported properly. 3. If a group chooses not to take the school-provided meals, the sponsoring club/organization will be responsible for reimbursing the Food & Nutrition Department for the loss of federal meal reimbursement. ● Submit a PO to ECS School Nutrition ● Rates: \$2.94 per breakfast and \$4.71 per lunch ● Total charge: \$7.65 per student per day of travel	☐
8. Send home permission slips and Parent/Chaperone Bus Consent form. (Week in advance)	☐

• This should be completed a week prior to the trip. • As the adviser, it is your responsibility to ensure all participants have submitted all necessary forms. • You should have access to the forms while on the trip.	
Cost associated with field trips. (Non-competitive activities) • A minimum charge of \$3.00 per mile will be assessed to the CTSO for out-of-county field trips not involving a competition. • The following is a breakdown of pay for a bus driver: Per hour -- \$12.00 <u>.92</u> FICA \$12.92 Total 8 hours/extended day -- \$96.00 <u>7.34</u> FICA \$103.34 Total 12+ Hour Day/Night Trips \$168.00 <u>12.85</u> FICA \$180.85 Total	☐
9. Procedure for paying bus drivers. • A PO should be created in advance to Emanuel County Board of Education. An approximate cost can be used if paying the driver an hourly rate but make sure the approximation is more than expected. • The PO number should be included on the Trip Report.	☐

Acknowledgment of Field Trip Procedures

By signing below, we acknowledge that we have reviewed the Emanuel County Schools Field Trip Procedures and understand the expectations outlined in this document. We certify that all required steps, approvals, documentation, transportation requests, School Nutrition requirements, purchase orders, and other applicable procedures have been completed in accordance with district timelines and expectations. We understand that failure to follow these procedures may result in delays, denial of funding, or cancellation of the trip.

Teacher/Adviser: _____

Signature: _____

Date: _____

Principal: _____

Signature: _____

Date: _____