



Watauga County Schools

Field trip Expense form

(Due to the Finance office within a week from date of trip)

TRIP ID _____

Name of School: _____ Date of Trip: _____

Destination: _____

Bus # _____ Type of Bus used: _____ Activity Bus _____ Yellow Bus

Mileage:

Beginning Odometer: _____ Ending Odometer: _____

((Subtract beginning reading from end reading to get total miles traveled))

Total Miles traveled: _____ (x) \$2.25 p/m = **Total Mileage Cost: \$** _____

Cost of Driver:

Drivers Name: _____

Field trip hours: _____ x _____ employees hour rate = Wages \$ _____

SS Tax: (.0765 x wages): \$ _____

Retirement (.2610 x wages): \$ _____

TOTAL COST OF DRIVER: \$ _____

Total to be paid: \$ _____ (Mileage + Driver)

☐ - Pay by check- check # _____ attached.

Deposit will be made to transportation account

☐ - Pay with budget code _____

Adjusting Journal entry will be made to transfer funds

Form completed by: _____

Please complete a new expenses form for each different trip ID

Payment should be made out to Watauga County Schools

A copy of this form and payment should be sent to the Finance Office,

within a week following the date of the trip.

Do not include miles needed for fueling or bus travel to/from Bus Garage

To be completed by Finance office:

Date form received: _____

Deposit # _____ Adjusting Journal Entry # _____