

COFFEE COUNTY SCHOOL SYSTEM
FIELD TRIP REIMBURSEMENT FORM
FY2024

DATE: _____ DATE OF TRIP: _____
 SPONSOR: _____ CLUB/ORGANIZATION: _____
 DEPARTURE TIME: _____ RETURN TIME: _____
 DESTINATION: _____
 DRIVER: _____ VOLUNTEER PAID ADMIN LEAVE BUS NO. _____
 (Circle One)

Regular bus drivers may drive for a field trip that does not interfere with their route. They must be paid for each hour starting with the time they leave until the time they return to school. Regular bus driver may volunteer to drive if they have a child participating in the field trip. If the regular bus driver uses pre-approved Personal Leave or takes Leave Without Pay, they can receive payment for the field trip. Regular bus drivers who use Administrative Leave will not receive pay for the field trip.

THIS FORM IS TO BE USED AS AN INVOICE
INFORMATION BELOW MUST BE LISTED ON THE PURCHASE ORDER

AMOUNT OWED FIELD TRIP DRIVER

<p>SINGLE DAY</p> <p>HOURS: _____ X 15.00 = _____</p> <p>BENEFITS:</p> <p>_____ X 12.59% RET= _____ a * Tier 1</p> <p>_____ X 11.57% RET= _____ b * Tier 2</p> <p>_____ X 6.20% SS= _____ c</p> <p>_____ X 1.45% MC= _____ d</p> <p>_____ e</p> <p>TOTAL BENEFITS _____</p>	<p>OVERNIGHT</p> <p>MILEAGE: _____ X .15 = _____</p> <p># OF NIGHTS: _____ X 25.00 = _____</p> <p>ROOM RATE: _____</p> <p>AMT FOR MEALS: _____</p> <p>MILEAGE: _____ X 1.75 = _____</p> <p>(TO COUNTY)</p> <p>AMT DUE TO FIELD TRIP DRIVER _____</p> <p style="text-align: center;">(6 + 7 + 8 + 9)</p>
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*Teacher Retirement must be paid if driver is a FT employee of CCBOE

<p>BEGINNING MILEAGE: _____</p> <p>ENDING MILEAGE: _____</p> <p>TOTAL MILEAGE: _____ X 1.75 = _____</p>	<p>BENEFITS:</p> <p>_____ X 12.59% RET= _____ a * Tier 1</p> <p>_____ X 11.57% RET= _____ b * Tier 2</p> <p>_____ X 6.20% SS= _____ c</p> <p>_____ X 1.45% MC= _____ d</p> <p>_____ e</p> <p>TOTAL BENEFITS _____</p>
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*Teacher Retirement must be paid if driver is a FT employee of CCBOE

LSA GENERAL LEDGER # FOR _____
 LSA GENERAL LEDGER # FOR _____

ATTACH COPY OF APPROVED ACTIVITY BUS REQUEST FORM

PRINCIPAL'S SIGNATURE: _____

TOTALS FOR THIS FORM

FIELD TRIP DRIVER: _____
 MILEAGE TO COUNTY: _____ GRAND TOTAL: _____
 BENEFITS TO CCBOE: _____