

COFFEE COUNTY SCHOOL SYSTEM
FIELD TRIP REIMBURSEMENT FORM
FY2026

DATE: _____ DATE OF TRIP: _____
SPONSOR: _____ CLUB/ORGANIZATION: _____
DEPARTURE TIME: _____
DESTINATION: _____ RETURN TIME: _____
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 drivers 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

SINGLE DAY	OVERNIGHT
HOURS: _____ X 15.00 = _____	MILEAGE: _____ X .15 = _____
BENEFITS:	# OF NIGHTS: _____ X 25.00 = _____
_____ X 14.57% RET= _____ a* Tier 1	ROOM RATE: _____
_____ X 13.61% RET= _____ b* Tier 2	AMT FOR MEALS: _____
_____ X 6.20% SS= _____ c	MILEAGE: _____
_____ X 1.45% MC= _____ d	(TO COUNTY) _____ X 1.60 = _____
_____ e	AMT DUE TO FIELD TRIP DRIVER (6 + 7 + 8 + 9)
TOTAL BENEFITS _____	BENEFITS:
Teacher Retirement must be paid if driver is a FT employee of CCBOE	_____ X 14.57% RET= _____ a Tier 1
BEGINNING MILEAGE: _____	_____ X 13.61% RET= _____ b* Tier 2
ENDING MILEAGE: _____	_____ X 6.20% SS= _____ c
TOTAL MILEAGE: _____ X 1.60 = _____	_____ X 1.45% MC= _____ d
	_____ e
	TOTAL BENEFITS _____
	* Teacher Retirement must be paid if drive 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 _____