

COFFEE COUNTY SCHOOL SYSTEM
FIELD TRIP REIMBURSEMENT FORM
FY2025

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

	SINGLE DAY		OVERNIGHT
HOURS: _____	X	15.00 = _____	MILEAGE: _____ X .15 = _____
BENEFITS:			# OF NIGHTS: _____ X 25.00 = _____
_____ X 13.57% RET= _____		a * Tier 1	ROOM RATE: _____
_____ X 12.60% RET= _____		b * Tier 2	AMT FOR MEALS: _____
_____ X 6.20% SS= _____		c	MILEAGE: _____ 1.55 = _____
_____ X 1.45% MC= _____		d	(TO COUNTY)
		e	
TOTAL BENEFITS _____			AMT DUE TO FIELD TRIP DRIVER _____
			(6 + 7 + 8 + 9)

*Teacher Retirement must be paid if driver is a FT employee of CCBQE

BEGINNING MILEAGE: _____
 ENDING MILEAGE: _____
 TOTAL MILEAGE: _____ X 1.55 = _____

BENEFITS:

_____ X 13.57% RET= _____ a * Tier 1
 _____ X 12.60% RET= _____ b * Tier 2
 _____ X 6.20% SS= _____ c
 _____ X 1.45% MC= _____ d
 _____ e

TOTAL BENEFITS _____

*Teacher Retirement must be paid if driver is a FT employee of CCBQE

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 CCBQE: _____