

Field Trip Financial Checklist

Day Trips

Before the trip

- Determine trip funding
- Collect and deposit funds from students (if applicable) – turn into bookkeeper daily
- Secure approved vendors or follow district procedures to add new vendors (if applicable)

Transportation

- Secure yellow bus or other form of transportation
- Be sure destination is in the system if using a yellow bus

Meals (if applicable) *adult meals will not be reimbursed unless student meals are covered*

- Quote from approved vendor
- Deposit made (if applicable)
- Paid in full (check in hand) *maximum tip of 18%*
- Meal for bus driver (if applicable)

Registration/Tickets/Entry Fees (if applicable)

- Secure an invoice
- Set up a company as a vendor using vendor packet (if applicable)
- Be sure information is current for the vendor
- Submit travel voucher with check request (if applicable)

Overnight Trips

Before the trip

- ___ Determine trip funding
- ___ Collect and deposit funds from students (if applicable) – turn into bookkeeper daily
- ___ Secure approved vendors or follow district procedures to add new vendors

Transportation

- ___ Quote from approved vendor
- ___ Deposit made (if applicable)
- ___ Paid in full *maximum tip of 18%*
- ___ Box truck rental for equipment (if applicable)
- ___ Secure itinerary of contact information to bus company

Transportation by plane include the following

- ___ Student full name and birthday for ticketing
- ___ Return boarding passes to appropriate district personnel upon return

Lodging

- ___ Quote from approved vendor (excluding Texas state tax)
- ___ Paid in full (check request to pay at check-in)
- ___ Texas state tax exempt form to be used
- ___ Student room assignments
- ___ Chaperone rooms
- ___ Provisions for bus driver room
- ___ Private security (if applicable)
- ___ Itemized paid receipt required due upon return

Meals

- Quote from approved vendor
- Deposit made (if applicable)
- Paid in full (check in hand)
- Meals for bus driver (if applicable)

Per Diem (if applicable)

- Submit paperwork via travel voucher upon return with supporting documentation (agenda of the event)

Registration (if applicable)

- Secure an invoice
- Make company a vendor if needed
- Be sure information is current for the vendor
- Submit travel voucher with check request (if applicable)