

## Field Trips

1. The student group advisor, club sponsor, teacher, or other employee planning the field trip must e-mail the campus principal and appropriate budget manager for approval for taking the trip. The e-mail requesting permission should include the following information: date and purpose of the trip, time of departure, estimated time of return, approximate number of students participating, and budget code or activity fund which will be used to pay for the trip.
2. If the trip involves out-of-state travel, permission must also be obtained from the School Board. This will require additional advance planning in order to allow time for the trip to be added to the appropriate month's board agenda.
3. When reply e-mail is received granting permission to take the trip, the e-mail should be forwarded to the Transportation Coordinator who will calculate an approximate cost for the trip. The Transportation Coordinator will send the cost back to the requesting department/group who should prepare/request a purchase order to encumber the cost of the trip with PISD Transportation as the vendor if the trip is to be paid for from a budget account. The date of the trip, destination of the trip, and name of the group traveling should all be included on the PO.
4. The person planning the trip should then enter the trip request in TOM and include the PO number or name of the appropriate Activity Fund in the Notes field. The Transportation Coordinator will approve or deny the field trip based on bus and driver availability at the time of the approval. If/when approved, an appropriate bus and driver will be scheduled and the requesting employee will receive a confirmation. At that time, a copy of the PO should be sent to the Business Office.
5. As the date of the trip approaches, the approved status of the trip may change due to unforeseen complications. These may include such things as driver illness, bus mechanical failure, or higher priority trips. While cancellation of a field trip at the last minute is never the intent or desire of the Transportation Department, it may become unavoidable. Daily routes must be the priority. Any encouragement you can give to campus personnel to become certified field trip bus drivers may help alleviate this problem.
6. After the trip, the Transportation Coordinator will submit the actual cost of the trip and the PO number or Activity Fund name on the monthly transportation report. The Business Office will post the charge in TxEIS and e-mail the requesting employee the final cost of the trip. The employee should check that month's budget report to make sure the correct cost appears.