

## FINANCIAL CONSIDERATIONS FOR FIELD TRIPS

If your field trip involves payments of any kind, there are financial deadlines you will need to follow to ensure your trip will receive final authorization. Please contact the Budget Secretary no later than 90 days in advance to determine the financial deadlines that will apply to your field trip:

A. 60 – 90 days prior to departure:

1. Turn in all payments received to date (daily or weekly). Checks will need several weeks to clear the bank.
2. Turn in blue requisitions to set up purchase orders (required) to pay your field trip vendors (airlines, festival organizers, conference fees, bus companies, hotels, etc.)
3. Any payments over \$7,500 MUST be approved by the Board of Trustees. Do not assume that you will receive automatic approval.
4. Discuss with the Budget Secretary payment for substitute teachers if the field trip is more than one day.

B. 30 – 60 days prior to departure:

1. All monies received for deposit should have been turned in to the Budget Office.
2. Any trip payments over \$7,500 have been processed and forwarded to the district for Board approval.
3. Discuss any refunds with the Budget Secretary

C. Less than 30 days prior to departure:

1. Reconfirm with all your vendors that payment has been received
2. Finalize income/expenses of trip with Budget Secretary no later than two weeks before leaving.