

**Irwin County School District  
School Bus Driver  
Field Trip Payment Request Form**

Driver Name \_\_\_\_\_ Date \_\_\_\_\_

Type of Trip \_\_\_\_\_ Organizer \_\_\_\_\_

Organization Name \_\_\_\_\_

Destination \_\_\_\_\_ Number of Miles Driven \_\_\_\_\_

Beginning Date \_\_\_\_\_ Time \_\_\_\_\_ Ending Date \_\_\_\_\_ Time \_\_\_\_\_

*I certify that I drove for an Irwin County School District Field Trip on the above date and that I am eligible for payment for these services.*

Driver Signature \_\_\_\_\_

<b>Supervisor Use Only</b>
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Reimbursement rate for field trips will be the present rate of reimbursement as determined by local system policy.

Current rate \_\_\_\_\_ Supervisor Signature \_\_\_\_\_

Notes: Your Bus Supervisor or Bus Shop Coordinator will determine these fees.

\$25.00 for adjoining county trips

\$50.00 for regular trips to other counties

\$100.00 for trips over 100 miles

In order for you to be paid, a form for every trip must be turned in by the timesheet due date of the month. It will be your responsibility to see that these forms have been turned in to the Bus Shop or Board Office.

<b>Central Office Use Only</b>
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Miles Driven \_\_\_\_\_

Reimbursement Rate \_\_\_\_\_

Payroll Taxes \_\_\_\_\_

Total Due to Central Office \_\_\_\_\_

From (Club/Activity) \_\_\_\_\_

Account Number \_\_\_\_\_

Payroll Clerk \_\_\_\_\_

Date \_\_\_\_\_