



# OPTIONAL STUDENT TRAVEL STEPS

For

## IN-STATE /SINGLE-DAY/FIELDTRIPS

Must be approved **1** month before the trip

### Optional Student Travel Means:

- Is not required of any student
- Is for a curricular or extracurricular purpose
- Is provided by the district or arranged under the direction of a district employee acting in his/her official capacity

**\*Fundraising Activities and ECA Donations cannot be collected for the trip until the trip has gone through ALL the approval steps #1-#15**



# IN-STATE/SINGLE-DAY/FIELDTRIPS

## FOLLOW STEPS #1-#15

**STEP 1.** Prior to completing this packet, the District Employee who is organizing the travel must READ [MPS Governing Board Policy IICA](#). ALL steps in this packet must be reviewed and applicable forms completed.

**STEP 2.** [BUS REQUEST FORM](#) (if applicable)

Bus  
Request

Complete a "Bus Request" form if a district school bus or charter bus is needed, at least 4-6 weeks in advance. It is your responsibility to inform the school secretary and the transportation department if a bus needs to be cancelled. Be sure you know the cancellation policy when requesting a bus. You will be subject to paying for the bus if it is not cancelled. For more information; Call x20164 or [http://www.mpsaz.org/transportation/field\\_trips/](http://www.mpsaz.org/transportation/field_trips/) Select "How To Have A Great Field Trip". Give the bus request to the principal's secretary (for elementary schools) or to the student activities secretary (for junior/senior high schools) and verify with them which funds are available to pay for the bus. Reminder when using ECA funds for the bus expenses the trip must be an educational activity. The secretary will then electronically request the bus using the Fleetranner Module

To calculate the **ESTIMATED** cost of your bus request use this form -[PDF](#)

**STEP 3.**

Purchasing  
Information  
Form **IF** trip is  
**greater** than  
\$9500

[PURCHASING INFORMATION FORM](#)

Complete the "Purchasing Information" form **IF** the total cost of the trip is **greater** than \$9,500. **IF** the total cost is **less** than \$9,500 proceed to step #4

**STEP 4.**

Travel Packet  
■■■■■■■■■■  
Principal/Unit  
Administrator  
Approval

[STUDENT TRAVEL PACKET FOR IN-STATE, SINGLE DAY, FIELD TRIP-ADMIN APPROVAL](#)

The District employee organizing the trip is responsible for obtaining approval from the Principal. at least one month before prior to travel.

**\*\*\*STOP!!** If your trip **INCLUDES** CTE Department funds or using only CTE Department Funds Contact the CTE Department for their travel process.

**COMPLETE STEP #5 IF your trip CONTAINS Student Activity Funds (850,525,526)**

**STEP 5.**

Student  
Activities  
Trip Expense  
Request

[Student Activity Expense Approval – Complete this form when using funds 525,526,850](#)

**This form is for ALL trip expenses approvals using StuAct Funds. (it does not encumber funds)**

Send to Student Activities Department before Purchase Orders are requested. (Don't forget to complete the google link, received from your school's StuActivity Secretary, if your trip is AIA AMEA, ABODA, WGAZ or AZMBA in-state only, if a gas card or sub is needed. You will still need to request your sub through smart find express).

**\*need help completing form? [SAMPLE- Trip Expense Form w/travel requisition](#)**

**\*\*\*\*\* CONTINUE REVIEWING EACH OF THE TRAVEL STEPS FOR NECESSARY TRIP DOCUMENTS\*\*\***

**\*\*Once the Principal/Unit Administrator approves the trip, proceed with Steps 6-15\*\***

## STEP 6.

Student  
Activities  
Travel  
Requisition  
form  
  
525/526/850  
funds

### [STUDENT ACTIVITIES TRAVEL REQUEST FORM-using 525,526 and 850 funds](#)

Complete the "Student Activities Travel Requisition" form to request a Purchase Order and/or cash envelope for the needed trip expenses. (all expenses should equal the StuAct Trip Expense Request form (see step 5)

**IMPORTANT: If Department funded such as CTE, Performing Arts, or any other District Department, contact that appropriate Department for PO Requests, USING those funds for trip expenses.**

\*need help completing form? [SAMPLE-StuAct Travel Requisition for PO request w/ expense approval form](#)

**AT THIS POINT FUNDRAISING AND REQUESTS FOR ECA DONATIONS CAN BEGIN.  
TRIP INFORMATION CAN BE SET UP ON WEBPAY FOR ONLINE PAYMENTS.**

## STEP 7.

Fundraising  
Request  
  
\*\*\*\*\*  
  
Student  
Activities  
Requisition

Fundraising: Complete the google questionnaire. Contact your Student Activities Secretary for the link access, which is a site specific google doc. – this does require approval by the School Administrator and your student council.

[Student Activities Requisition Form](#) – Use this form for purchasing product(s) for your fundraiser. Submit PRIOR to beginning your fundraising sales. By doing so this will help eliminate any "after-the-fact" purchases. Give completed forms to the Principal's Secretary (for elementary schools) or the Student Activities Secretary (for junior/senior high schools).

## STEP 8.

WEBPAY  
FORM  
  
\*\*\*\*\*  
  
ECA/CLUB  
Trip  
  
Payment  
Form

### [WebPay Form-Online Set-up](#)

Send completed form to the Student Activities Department for the online payment set-up in WebPay.

[ECA/CLUB Trip Payment Form - English](#)  
[ECA/CLUB Trip Payment Form – Spanish](#)

Send this form home with the Parent/Guardian Permission Form if the trip is ECA qualified. **ECA donations should not be solicited for field trips less than \$20 per person. If the trip is less than \$20 per person, all monies should be deposited into a club account.** REMINDER the tax credit limit is \$200 for single, \$400 for married, make sure additional student trip monies that exceed those amounts are deposited into a club account. All adult/chaperone monies must be deposited into a club account.

## STEP 9.

SmartFind  
Express  
  
\*\*\*\*\*  
  
SUBSTITUTE  
EXPENSE  
Google Link  
Information

If a substitute teacher is needed, call or log on to SmartFind Express (SFE) at 480-498-6558  
<https://mps.eschoolsolutions.com/logOnInitAction.do>

SUBSTITUTE EXPENSES: Account & dollar amount should be noted on the "Student Activities Expense Approval" form (Step #5) if using student activities funds 850,525, or 526)

**IF using CTE Department funds to pay the sub expenses, contact the CTE Department for that process.**

**IMPORTANT: Reminder, don't forget to request your sub through SmartFind Express.**

## STEP 10.

Parent/Guardian  
Permission Form  
w/Medical  
Treatment  
Authorization

English & Spanish  
forms

Sr High Athletic  
Parent/Guardian  
Permission Form

## PARENT/GUARDIAN PERMISSION FORM WITH MEDICAL TREATMENT AUTHORIZATION

Written permission is needed from parents/guardians before a student may participate in a trip. Permission forms are to be retained by the school a minimum of 12 months after the trip has concluded.

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Elementary/English](#)  
[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Secondary/English](#)

[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Elementary/Spanish](#)  
[PARENT/GUARDIAN PERMISSION FORM W/MEDICAL TREATMENT AUTHORIZATION-Secondary/Spanish](#)

## SR HIGH ATHLETICS PARENT/GUARDIAN PERMISSION FORM

Use "Sr High Athletics Parent/Guardian Permission" form if "Permission for Medical Treatment Card" is already on file.

## STEP 11.

Chaperone  
Responsibilities  
Form

## CHAPERONE RESPONSIBILITIES FORM

As a certificated employee who will be supervising the travel activity, You must ensure that ALL chaperones, which include teachers, classified employees, student teachers, administrators, parent/legal guardians and other approved volunteers need to be given/sign and return the "Chaperone Responsibilities" form to you. Chaperones Responsibilities forms are to be retained by the school a minimum of 12 months after the trip has concluded.

[Chaperone Responsibilities-English](#)  
[Chaperone Responsibilities: -Spanish](#)

District  
Volunteer  
Program

Any volunteer chaperones who are not listed above need to be age 21 or older and complete the District requirements in order to be approved as a volunteer. Select the Link for the District requirements. <http://www.mpsaz.org/volunteer>

## STEP 12.

Student  
Activity  
Excuse List  
for  
Elementary  
and  
Secondary

## STUDENT ACTIVITY EXCUSE LIST

**-For elementary students,** submit this form (or one provided by your school office) provide the school office with a list that shows which students will be participating in the trip and which students will be remaining at school. Be sure to include information about alternate arrangements that have been made for students who will not be participating, including their physical location.

**-For secondary students,** submit this form (or one provided by your school office) to the student activities secretary to identify all students who will be participating in the trip and to excuse them from their classes.

## STEP 13.

Communication

## COMMUNICATION

- \*Communicate travel plans to all others who have a need for this information.
- \*Make arrangements with the cafeteria for lunch well in advance.
- \*Advise the school office/bookstore if funds are to be collected for the trip.
- \*Notify health office, request a first aid kit and a list of students who may need medication.
- \*Make prior arrangements with the parent/health office when a student will require diabetic services during the trip.

## STEP 14.

Trip Day

## TRIP DAY

- \*Submit a final list to the school office showing which students are going on the trip, which ones are absent, and which ones are remaining at school. Remind the school office of the travel destination, times, emergency contact numbers, etc. Bring along the following forms:
  - \*Parent/Guardian Permission Form (see step #10).
  - \*Chaperone Responsibilities Form (Step#11).
  - \*Bring first aid kit, cell phone/district radio, and a cooler and water if needed.

**If you have questions, call your school office for assistance**

**STEP 15.**

After Your Trip

**AFTER YOUR TRIP**

- 1) Verify and write on the receipt, the accurate number of students, and teacher/chaperones who attended the field trip. Reminder: 1:10 required ratio (elementary), 1:15 required ratio (secondary)  
*\*If your teacher/chaperone ratio exceeded the required ratio amount, a deposit made by the teacher/chaperone will need to be made into a CLUB account (ECA is not allowed for non-required chaperones).*  
*\*If the Club account was not on the original Trip Expense Request, a new Trip Expense Request will be needed using the CLUB account, getting the appropriate approvals for that expense. Your secretary will then email the student activities department and increase to revise the purchase order adding the club account.*
- 2) The Secretary or appropriate person must send the receipt/invoice to the Student Activities Department for student funds or the Accounts Payable Department if a gifts and grants account was used, within one week after the field trip.

IT IS YOUR RESPONSIBILITY TO NOTIFY ANY CHANGES TO THE APPROPRIATE DEPARTMENT/PERSONS AND TO MAKE SURE ALL INVOICES/RECEIPTS ARE PAID TO THE VENDOR IN A TIMELY MANNER.

**Sample Invoice**

- \*Vendor Listed
- \*Remit to address listed
- \*PO # Listed
- \*Ok to Pay
- \*Signature
- \*Student #'s & Chaperone #'s Broken out
- \*Sent to StuAct in a timely manner

**MIM**  
MUSICAL INSTRUMENT MUSEUM

STUDENT ACTIVITIES  
NOV 05 2019  
RECEIVED

INVOICE

DATE: November 5, 2019  
TO: Finance Department

Zaharis Elementary School  
Tulsa, Waadega  
PO 92023336

Field Trip 11/5/2019 10:00

**PO # Listed.**  
If PO# is missing on invoice please write it in.

Item	Cost	Quantity	Total
Students	.08	125	\$1,000
Chaperones*	.00	25	\$0
Chaperones*	.00	0	\$0
Deposit	.00		\$0
<b>Total Balance Due</b>			<b>\$1,000</b>

\*Chaperones covered up to a 1:5 ratio. Above that is \$8 each

Ok to pay & Signed  
11/5/19  
OK to pay  
Nadine [Signature]

Student #'s, Chaperone #'s broken out  
125 students  
25 adults NC

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