

Bristol Virginia Public Schools - Professional Leave Request & Field Trip Form

For reimbursement after trip, submit a copy of this signed and approved form along with a copy of the Travel Expense Reimbursement Request form to the finance department. **Detailed receipts are required for all expenditures, including meals, fuel, hotel/motel expenses and conference registration.** (School Board Policy DLC-R, Travel, Meals, and Lodging). The deadline to turn in Travel Expense Reimbursements for the school year is June 1st. No alternate amounts will be paid unless approved by Finance Department.

Name: _____

Reason for Professional Leave: _____

of Students Participating: _____ # of Chaperones: _____

Travel Destination - City/State: _____

Number of Miles to be Traveled Round Trip: _____

Meeting Date: _____ Time: _____

Departure Date: _____ Time: _____

Return Date: _____ Time: _____

Assigned School Location: _____

Making Presentation? Y/N Being Paid? Y/N Substitute Needed? Y/N # of Days _____

Request for Overnight Field Trip Form completed (required if students are participating)? Y/N

Y/N Request to use School Vehicle (Car) Riding with: _____

Y/N Request to use personal vehicle with no mileage reimbursement

Y/N If school vehicle unavailable, agree to use personal vehicle and be reimbursed \$.25 cents per mile

Y/N Yellow school bus needed # of buses needed: _____ Time From: _____ to _____

Y/N Mini bus needed # of mini buses needed: _____ Time From: _____ to _____

Students cannot be transported in the personal vehicle of an employee.

List all expenses to be paid by the school division. Do not list expenses to be paid by other agencies. See back page for daily meal limits and procedures.

P.O. Number	Name of Vendor	Description of Expense	Amount	Source of Funds Account Number
_____	_____	Registration (Form must be attached)	_____	_____
_____	_____	Lodging _____ days X _____ \$ _____ = _____	_____	_____
_____	_____	Meals _____ days X _____ \$ _____ = _____	_____	_____
_____	_____	_____ = _____	_____	_____
_____	Field Trip Bus Driver(s)	Hours (3 hr. min.) X _____ Buses X \$8.60 per hour = _____	_____	_____
_____	Yellow Bus Fuel Charge	Round Trip Miles X _____ Buses X \$.35 per mile = _____	_____	_____
				Subtotal Estimated Expenses

Signature of Originator _____ Date _____

Supervisor/Principal _____ Date _____ Director/Superintendent _____ Date _____

ASSIGNED METHOD OF TRAVEL TO BE COMPLETED BY COORDINATOR OF SUPPORT SERVICES

School vehicle
 Personal vehicle no reimbursement
 Personal vehicle @ \$.25 cents per mile reimbursement
 Riding with others

P.O. Number	Name of Vendor	Description of Expense	Amount	Source of Funds Account Number
_____	Exxon Mobil	Fuel Card Number _____ = _____	_____	_____
_____	Chevron / Texaco	Fuel Card Number _____ = _____	_____	_____
_____	_____	Employee Mileage Reimb. _____ miles X \$.25 cents per mile = _____	_____	_____
				Total Estimated Expenses

Director of Support Services _____ Date _____ Purchasing Clerk _____ Date _____ Director of Finance _____ Date _____ Faxed to Transit _____ Date _____

TRANSIT DEPT: Assigned to Bus#: _____ Driver: _____ Confirmation faxed to school (initial/date): _____

Beginning Mileage: _____ Ending Mileage: _____ Total Miles: _____ Total hours to be charged (3 hr. min.): _____

Driver Signature/Date: _____ Transit Supervisor Signature/Date: _____

Copy Distribution Date: _____ Employee - Original Superintendent 1 Coordinator of Support Services _____ Prof Leave Book 1 PO Book _____ PO File _____ **TOTAL** _____

(Only if a Field Trip) 10/3/2008

MEALS/TRAVEL EXPENSES PER DAY

State of Virginia Standard Rate		\$41.00	
Exceptions - If a location is not listed, use State of Virginia Standard Rate			
Blacksburg	\$46.00	Norfolk/Portsmouth	\$61.00
Charlottesville	\$56.00	Prince Williams Co	\$56.00
Chesapeake/Suffolk	\$56.00	Richmond	\$66.00
Chesterfield/Henrico Co.	\$51.00	Roanoke	\$51.00
Fredericksburg (Spotsylvania & Stafford)	\$56.00	Virginia Beach	\$56.00
Loudoun	\$61.00	Wallops Island (Accomack Co.)	\$56.00
Lynchburg (Campbell)	\$51.00	Warrenton (Fauquier)	\$46.00
Manassas	\$46.00	Williamsburg (James City, York Co)	\$51.00

Out of State Standard Rate		\$46.00	
Out of State Exceptions - If a location is not listed, use Out of State Standard Rate			
Atlanta (Fulton, Cobb, DeKalb Co.)	\$56.00	Nashville, TN (Davidson)	\$66.00
Austin, TX (Travis)	\$71.00	New Orleans (Jefferson, St. Bernard, Plaquemine)	\$71.00
Baltimore	\$71.00	New York (Manhattan, Bronx, Brooklyn, Richmond, Queens)	\$71.00
Boston (Suffolk, Cambridge)	\$71.00	Floral Park/Garden City/Glen Cove/Great Neck/Roslyn, NY	\$66.00
Charleston (Berkeley, Dorchester Co.)	\$56.00	Newark, NJ (Essex, Bergen, Hudson, Passaic)	\$61.00
Charlotte (Mecklenburg)	\$51.00	Orlando (Orange)	\$56.00
Chicago (Cook, Lake)	\$71.00	Palm Springs, CA (Riverside)	\$71.00
Cincinnati (Hamilton, Clermont)	\$56.00	Philadelphia	\$66.00
Cleveland (Cuyahoga)	\$56.00	Phoenix (Maricopa, Scottsdale)	\$71.00
Dallas	\$71.00	Pittsburgh (Allegheny)	\$71.00
Denver/Aurora (Adams, Arapahoe, Jefferson)	\$66.00	San Antonio (Bexar)	\$66.00
Detroit (Wayne)	\$56.00	San Diego	\$71.00
Houston (Fort Bend, Harris, Montgomery)	\$71.00	San Francisco	\$71.00
Kansas City (Cass, Jackson, Clay, Platte)	\$61.00	Savannah (Chalman)	\$56.00
Las Vegas (Clark)	\$71.00	Seattle (King)	\$71.00
Los Angeles (Orange, Ventura)	\$71.00	St. Louis (St. Charles)	\$66.00
Miami (Dade)	\$66.00	Tampa/St. Petersburg (pinellas and Hillsborough)	\$51.00
Minneapolis/St.Paul (Hennepin, Ramsey)	\$71.00	Washington, DC (1)	\$71.00
(1) Washington D.C. includes: Cities of Alexandria, Falls Church, Fairfax, Virginia counties of Arlington, Fairfax, and, Maryland counties of Montgomery and Prince George.			

PROCEDURES FOR PROFESSIONAL LEAVE REQUEST FORM AND FIELD TRIP FORM

Requisitioner completes the form describing the reason for the trip, travel destination, round trip mileage, time and date of departure and return.

Requisitioner inserts the number of days that a substitute will be required. The Principal calls Substitute Teacher Scheduling Contact for a substitute.

Requisitioner lists number of students to be going on the trip and acknowledges if a Field Trip Form has been completed and attached.

Requisitioner acknowledges if overnight travel is required and if an Overnight Travel Form has been completed and attached.

Requisitioner chooses one of the following acceptable methods of travel:

1. Request to use school vehicle and fuel card – A school vehicle and fuel card will be assigned by the Coordinator of Support Services.
2. Request to use personal vehicle with no mileage reimbursement.

Requisitioner acknowledges if they are willing to be reimbursed at \$.25 cents per mile for using their personal vehicle if a school vehicle is not available.

Requisitioner indicates if a large, yellow school bus or mini bus is needed and indicates number of buses needed and times needed.

Requisitioner completes Purchase Order section of form listing only the vendors that the School Board will be reimbursing out of general funds. **Outside sources covering a portion of the trip need not be listed on the form.** When an employee is to be reimbursed for expenses, then that employee's name should be listed as the Vendor. If the expenses are being incurred and payable to others, that person or company's name should be listed as the Vendor.

Registration Fees: A copy of the registration form is required, when applicable.

Lodging: The employee is generally the vendor, as most hotels will not accept a purchase order.

Meals: The backside of the Professional Leave Request Form provides a table of guidelines for allowable meal expenses when overnight travel is required. Meals will not be reimbursed for day trips.

If a location is not listed, the standard rate applies.

Requisitioner lists the Source of Funds account number on the form. This is required in order to process the request.

If a bus driver is required, please indicate the number of hours and number of drivers needed. **Requisitioner** also required to list the source of funds account number for bus driver pay charges.

If a yellow school bus is requested, the **Requisitioner** lists the number of miles to be traveled multiplied by the number of yellow buses to get the total fuel charges. A source of account number should be provided.

Requisitioner lists the Source of Funds account number on the form for fuel and mileage reimbursement costs. These costs will be determined by the Coordinator of Support Services and listed on bottom portion of Professional Leave Form.

Requisitioner signs as the originator.

Requisitioner forwards the form to the Supervisor / Principal's office for approval.

Supervisor / Principal forwards form to Project Director for approval, if applicable.

Supervisor / Principal or **Project Director** forwards approved form to Coordinator of Support Services.

Coordinator of Support Services assigns one of the following methods of travel:

1. School vehicle and use of fuel card.
 - Assigned school vehicle is recorded by Coordinator of Support Services.
 - Professional Leave form will indicate which school vehicle is assigned.
 - If a fuel card is distributed, the assigned fuel card number must and fuel allowance must be indicated beside the coordinating vendor.
 - The Source of Funds account number should be listed as indicated by the Requisitioner.
2. Personal vehicle with no mileage reimbursement.
3. Personal vehicle with reimbursement at \$.25 cents per mile.
 - The Requisitioner's name will be entered as the vendor.
 - The round trip mileage should be listed as indicated by the Requisitioner and calculated at a reimbursement rate of \$.25 cents per mile.
 - The Source of Funds account number should be listed as indicated by the Requisitioner.

Coordinator of Support Services signs form and forwards to Purchasing Clerk in Finance Office.

Purchasing Clerk verifies that expenditure is budgeted and funds are available.

Purchasing Clerk issues P.O. numbers and records.

Purchasing Clerk enters P.O. numbers in computer system to record encumbrances for funds.

Purchasing Clerk forwards Professional Leave Request Form to Finance Director for approval.

Finance Director reviews Professional Leave Request Form for approval, signs and returns to Purchasing Clerk.

Purchasing Clerk distributes approved Professional Leave Request Form.

If the form includes a transportation request, the **Coordinator of Support Services** will fax to Transit Department for transportation scheduling.

Transit Manager schedules transportation and faxes a copy to school for confirmation.

Upon returning from assigned field trip, **Bus Driver** completes mileage record, total hours of trip, signs and dates form.

Transit Manager signs form indicating approval of hours charged.

Transit Manager will attach signed form to the *Bus Driver Time Sheet Summary* turned into the Payroll Department on a bi-weekly basis. The total hours for the Charter/Field Trip on the *Bus Driver Time*

Sheet Summary must equal the total hours on the attached Professional Leave Request and Field Trip Form.

Payroll Clerk provides copy of *Bus Driver Time Sheet Summary* and accompanying *Professional Leave Request and Field Trip Form* to **Director of Finance** for journal entry.

