Elmore County Public Schools
Athletic/Extracurricular/Field Trip
Authorization Report

Trip # 17/18-__________

School: ____________________________  Subject Area/Group: ____________________________

Teacher/Coach: ________________________  Cell Number: ____________________________

Purpose of the Trip: _____________________________________________________________

Destination of Trip: ________________  Date of Trip: ____________________________

Departure Time: ________________  Return Time: ____________________________

Group Size: ____________________________  Number of Chaperones: ____________________________

Driver’s Full Name: ____________________________  Cell Number: ____________________________

Mileage:

Bus: #______________________________

Odometer Ending Mileage: ________________

Odometer Beginning Mileage: ________________

Total Miles Traveled: ________________ @ $1.20/mile = $____________ Bus Operation Cost

$____________ Driver Cost (include benefits)

$____________ Total Cost

____________ Check Number

Pay rate for Drivers (for up to 6 hours) is $43.50. (Additional $8.81 must be included for the cost of benefits.) Total cost is $52.31. For trips over 6 hours, there will be an additional cost of $7.25 per hour and $1.59 per hour for cost of benefits for a total of $8.84 per hour over the 6 hour limit.

I certify that the above trip and the total hours indicated were made as authorized.

Teacher: ____________________________

Driver: ____________________________

Principal: ____________________________

It is the Teacher/Coach responsibility to see that all monies for trips are turned in to the school Bookkeeper before the following payroll for drivers and operational costs to be paid promptly.