

**2016 – 2017**  
**FIELD TRIP ACCOUNTING FORM**

This form must be completed by the Office Manager with the help of the requesting instructor and Johnson Bus Company prior to the Superintendent's approval of the **TEACHER REQUEST FOR BUS FOR FIELD TRIP (other side of this form)**. **Office Managers:** Please return this form to the District Office for ALL field/class trips as soon as bank deposit is made, but no later than one (1) week following the trip.

**GENERAL INFORMATION**

Date of field trip \_\_\_\_\_

Field trip destination \_\_\_\_\_

Number of buses needed \_\_\_\_\_

**TRANSPORTATION COST (per bus)**

A. Hourly rate:  $\$18.52 \times \frac{\text{_____}}{\text{\# of hours}} = \$ \text{_____} \text{ (A)}$

B. Mileage:  $\$ 1.55 \text{ (65 person capacity)} \times \frac{\text{_____}}{\text{round trip miles}} = \$ \text{_____} \text{ (B)}$  **AND/OR**

$\$ 1.57 \text{ (72 person capacity)} \times \frac{\text{_____}}{\text{round trip miles}} = \$ \text{_____} \text{ (B)}$

C. Service charge:  $\$6.11 \text{ (C)}$

(Minimum Charge Per Trip - \$41.46)

D. Cost per bus ((A + B + C):  $\$ \text{_____} \text{ (D)}$

**E. Total transportation cost (# of buses X (D)):**  $\$ \text{_____} \text{ (E)}$

**ADMISSION COST**

F. Student fee:  $\# \text{ students} \times \frac{\text{_____}}{\text{admission cost}} = \$ \text{_____} \text{ (F)}$

G. Adult fee:  $\# \text{ adults} \times \frac{\text{_____}}{\text{admission cost}} = \$ \text{_____} \text{ (G)}$

**H. Total admission cost (F + G):**  $\$ \text{_____} \text{ (H)}$

**TOTAL FIELD TRIP COST**

**I. Total field trip cost (E + H):**  $\$ \text{_____} \text{ (I)}$

**COST PER PERSON**

**J. Breakdown cost per person (I ÷ # attending)**  $\$ \text{_____} \text{ (J)}$

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**SCHOOL OFFICE VERIFICATION**

(Complete after the trip is taken and return to the District Office within one week)

Field Trip Deposit Date \_\_\_\_\_ Deposit Amount \$ \_\_\_\_\_ # Refunds \_\_\_\_\_ Refunds Amount \$ \_\_\_\_\_

Principal Signature \_\_\_\_\_ Date \_\_\_\_\_

**DISTRICT OFFICE VERIFICATION**

(Form is to be attached to bus bill following verification)

Actual bus cost \_\_\_\_\_

Less estimated transportation cost (E above) \_\_\_\_\_

Estimation Difference \_\_\_\_\_ Over or Under (Estimated Cost)

**FORWARD ORIGINAL TO ACCOUNTS PAYABLE. KEEP PHOTOCOPY FOR YOUR RECORDS.**

Revised August, 2016