

FIELD TRIP PAY FORM

Submission for Reimbursement for Overnight or Non-Overnight Field Trip

Name: _____

Employee ID #: _____

Location: _____

Date Submitted: _____

Date(s) of Field Trip	Overnight or Non-Overnight	Number of Nights/Days	Organizer or Chaperone	District Account Number (authorized by an administrator)

Field Trips

Teachers who organize or agree to chaperone trips involving overnight stays shall be compensated for the extended day of work and additional duties and responsibilities in maintaining the safety and security of the students participating. Payment will be made pursuant to the following schedule*

Organizers:

Overnight-In State/Out-State	\$200/night
Overnight-Travel outside the continental US	\$250/night**
Non-Overnight Organizer	\$120/day

Chaperones:

Overnight in State/Out of State/Outside the US	\$100/night
Non-Overnight Chaperone:	\$60/day

*This stipend does not include athletic or activity positions, except for clubs sponsors, elsewhere listed in this document whose supplemental pay already compensates for overnight field trips.

**Two organizer stipends will be paid to the two persons sponsoring the China overnight field trip in 2017- 2018. This will continue until those two persons are no longer organizers of the the trip, at which time, one organizer stipend will be paid.

TOTAL REIMBURSEMENT:

= \$ _____

Principal's/Supervisor's Signature: _____