

Wayne County Board Of Education

P.O. BOX 658
WAYNESBORO, TENNESSEE 38485

WANDA JOHNSTON
Superintendent

JOE TREECE
Chairman

Field Trip Reimbursement Form 2010-11

Bus Driver _____

Group/Class participating in Field Trip _____

Field Trip Location _____

Date of Trip _____

Expenses of Field Trip:

Gasoline/Diesel

(\$0.25/mile per bus) _____

Contracted Driver Salary

(use Pay Chart for _____ (Employee Gross) _____ (Amt sent to BOE)
Employee Net/Gross/Amt Sent to BOE)

If trip extends past school day hours: _____
Add \$25.88 (for substitute)

Total (check sent to BOE for payroll) _____

Approval:

_____, Principal

_____, Supervisor/Bookkeeper