

Field Trip Process and Billing



Lindsay Jones
Madison City Schools
LSA Bookkeeper



Overview

Processes we'll be covering

Field Trips Approval Process



What information is needed?



Where do I put that information?



How will I know if my request was approved?

Field Trip Billing



How much will this cost me?



When will my activity be billed?



What if I missed something?

Prerequisites that need to be met

Field trip request MUST be made a minimum of 30 days before it will take place.



A fee of \$50 is assessed outside of that window.

Bus drivers will be paid per diem depending on the length of the trip.



- \$25 for trips longer than 6 hours but less than 8
- \$50 for trips longer than 8 hours
- Paid by the school

Field trips cannot generate a profit but can establish a per student rate based on additional costs that may occur based on special circumstances.



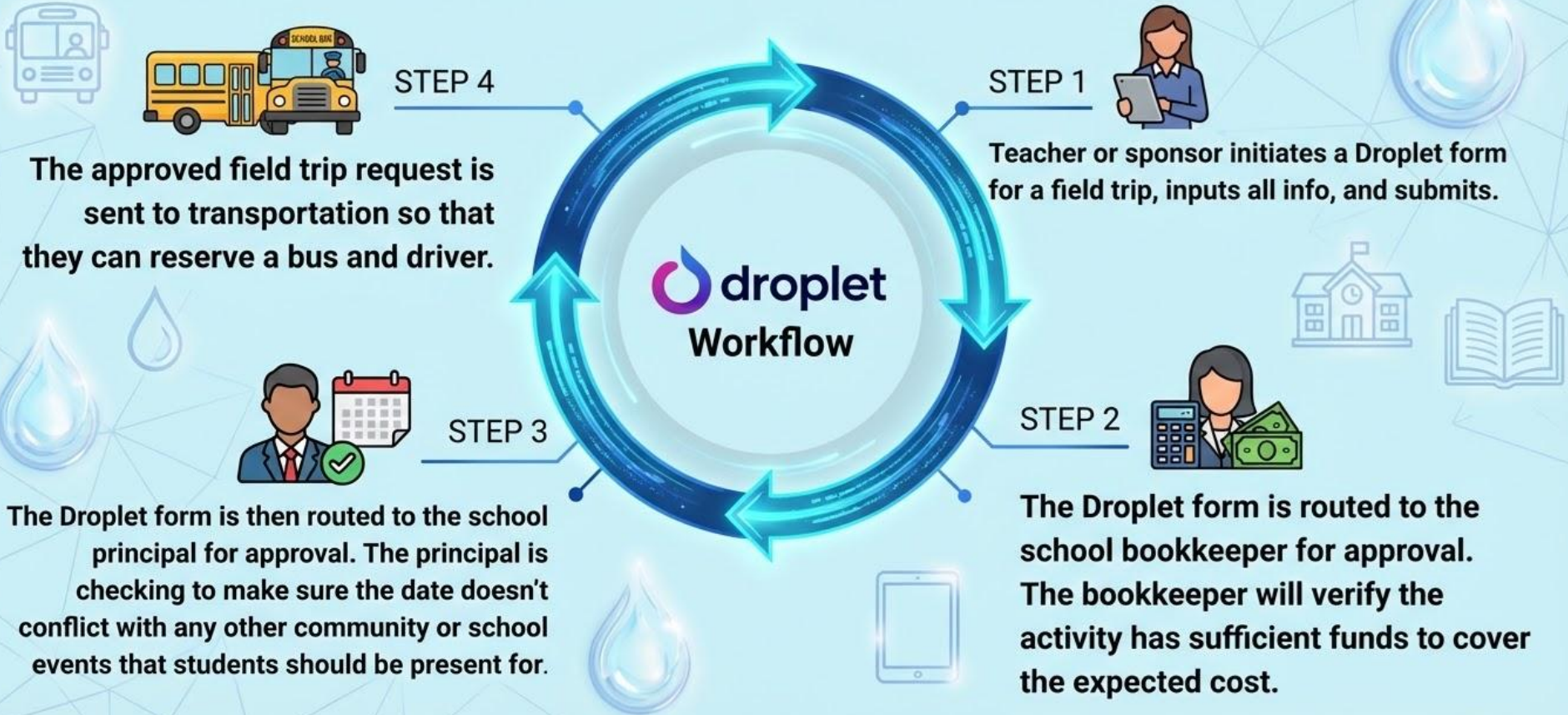
- Special needs students
- Non-paying students if not covered

What is Droplet?

Droplet is the online portal that our staff will use to complete certain forms. Including a field trip request form. Two forms are used. Permission and transportation request.

The screenshot displays the 'Forms' section of the Droplet application. On the left is a dark sidebar with the 'droplet' logo and a 'Create New Form' button. Below are navigation links: Home, Employees, Forms (highlighted), Templates, My Assignments, My Submissions, All Submissions, Packets, Datasets, and Organization. The main content area features a 'Forms' header with a document icon. A search bar labeled 'Find Forms' is highlighted with a pink box and a 'Search Bar' callout. To its right is a filter menu icon (three horizontal lines) highlighted with a purple box and a 'Filter Menu' callout. Further right is a '+ Form' button. Below the search bar is an 'Actions' section with a checkmark icon. At the bottom, there are three form cards: the first and third are greyed out with document icons, while the middle one is active, showing input fields for 'Submitter Name' and 'Submitter Email' and a 'Submit' button. Pagination controls at the bottom right show 'Active', 'A Z', and '1 - 15 of 15'.

How does Droplet work?



Instructional Field Trip Request Form

Teacher Name **Teacher Email**

School **Grade**

Club Name/ Group Name / Subject (math, english, etc.)

Field Trip Type **Permission Slip**

*requires Overnight or Out of State Medical Release form to be completed by parent and notarized.

Name of Destination & Street Address **Destination City** **State**

Date From **Date To**

Number of Students **Is school lunch required?** Yes No

Teacher(s)/Staff Attending Trip

Teacher/Chaperone to Student Ratio (Secondary 1:15, Elementary 1:10), please list ratio and chaperone names

1:10 Chaperones TBD

Mode of Transportation:

- School Bus Charter Bus Parent Driven

How will class be covered?

- Substitute In-House

Funding Source

- School System
 Local School (Please submit check)
 Individual (please submit check)
 Other

Is this an instructional or extracurricular field trip?

- Instructional
 Extracurricular

Will instructional time be consumed?

- Yes
 No

Estimate hours of instructional time consumed.

4

There has been advanced coordination with the trip site to ensure intended objectives can be met?

- Yes
 No

There has been student preparation and study concerning this trip.

- Yes
 No

Are there children attending the field trip that have special medical requirements?

- Yes
 No

Please upload your student roster.

[Private File Not Included]

What is the purpose and how is the trip related to your program of instruction/standard?

Standard 1 comprehend concepts for health promotion and disease prevention to enhance health

Teacher

Emily Hayes

Date Signed

12/17/2025 11:06 am

Bookkeeper

Lianne M Mackey

Date Signed

01/08/2026 12:25 pm

Nurse

Catherine Bradwick

Date Signed

01/08/2026 12:43 pm

Principal

Sammuel Demester

Date Signed

01/08/2026 12:45 pm

Instruction Secretary

Misty Schibauer

Date Signed

01/08/2026 02:18 pm

Coordinator

Melissa Mena

Date Signed

01/21/2026 04:06 pm

Superintendent

Ed Nichols

Date Signed

01/30/2026 09:10 am

Transportation request-Droplet



Most of the info you need will have already been done on the field trip request form.



Must be done 30 days prior to the trip, but not before trip has been board approved. If not, an admin fee is assessed.



Must know specifics such as pickup time, return time, students special needs requirements.



Madison City Schools

Transportation Field Trip/Activity Form

Is this for Athletics or Regular Field Trip?

Athletics Regular Field Trip

Submitter Name

Leanne Mackey

Submitter Email

lmmackey@madisoncity.k12.al.us

School

Midtown Elementary

Group (Class, Club, Org., Etc)

1st

Teacher(s) In Charge

Name	Phone Number	Email
Emily Hayes	(256) 599-7169	eahayes2@madisoncity.k12.al.us

DATE & TIMES

DROP OFF ONLY

RETURN ONLY

School Departure

03/26/2026 07:45 am

Destination Arrival

03/26/2026 10:45 am

Destination Departure

03/26/2026 01:30 pm

School Arrival

03/26/2026 01:30 pm

Buses cannot be requested before 5:30 AM and must be back by 2:00 PM for trips during typical school hours

Buses cannot be requested before 4:30 PM for after-school activity trips

Please check this box if you require special consideration for departure and arrival times.

Total Trip Duration (hours) + 40 min.

3.92

Additional 40 minutes (0.67) to account for Driver's time to and from school location.

DATE & TIMES

DROP OFF ONLY

RETURN ONLY

School Departure

02/19/2026 8:30 AM

Destination Arrival

02/19/2026 8:45 AM

Destination Departure

02/19/2026 1:00 PM

School Arrival

02/19/2026 1:30 PM

Request must be a minimum of
30 days from today's date.

Buses cannot be requested before 8:30 AM and must be back by 2:00 PM for trips during typical school hours

Buses cannot be requested before 4:30 PM for after-school activity trips

Please check here if you require special consideration for departure and arrival times.

Please confirm:

By checking this box, I acknowledge that the required submission deadline of 30 days has passed, and I understand that a \$50 Administrative Resource Processing Fee will be charged to the fund number I provide.

from School location.

VENUE INFORMATION

Destination Name/Address

UAH Let's Pretend Hospital 4801 Bradford Dr NW, Huntsville, AL 35805, USA

FIELD TRIP DETAILS

Maximum # of Students
(Elementary)

194

Maximum # of Students
(Middle/High)

0

Is this trip over 100 miles?

Yes No

Are you providing your own driver(s)?

Yes No

Type of Vehicle Needed

Regular Mini Bus

Is this an overnight trip?

Yes No

Pickup Location within your School or
Event

bus loop

Total Maximum # of
Students

194

Number of Regular Buses Needed

4

Elem.: 60 max; Middle/High: 45 max

Number of Adults
Attending

10

One Way Mileage

6.6 mi

Round Trip Mileage

13.2

Total Mileage

53.2

Special Instructions (Ex: Meal Stops, Instructions for Drivers, Itinerary for the Day, Etc.):

--

COSTS & FUNDING

What is the Fund Number to be Charged?

7009

Miles Per Bus (lot to lot)

23.2

Total Hours (from above)

4

Number of Buses (from above)

4

Mileage Cost per Bus

\$37.12

\$1.60/mile

Minimum of 4 hours

Hourly Cost per Bus

\$80.00

\$20/hr

Per Diem per Bus

\$0.00

\$25 for 6+hrs; \$50 for 8+hrs

Hourly Cost ^ Number of Buses

Per Diem ^ Number of Buses

GRAND TOTAL

\$468.48

**Amount Subsidized by Central Office/
Organization**

--

This field will reduce trip cost by amount entered.

Total Cost After Subsidies

\$468.48

Number of Students

194

Individual Cost to Student

\$2.41

APPROVAL

Do you approve meal stops for this trip?

Yes No

APPROVAL

Do you approve meal stops for this trip?

Yes No

Midtown Bookkeeper Signature

Leanne M Mackey

Date

12/17/2025

Midtown Principal Signature

Nathan Holmes

Date

12/17/2025

Check here if an additional school needs to review this trip.

Field Trip ID

403

Heidi Skipper's Signature

Heidi Skipper

Submitted On

01/12/2026

Check here to cancel trip.

Check here to send back to submitter for revisions.

Things to remember..



Every Request is Unique

All field trip requests will be different.



Follow the Approval Process

All field trip requests must go through the proper approval process for the protection of your students and to help with billing.



Answer Sponsor Questions

If your sponsors have questions please answer them!



Simplify the Process

There is always an exception to the rule but if you stick to an approved routine across the board it avoids confusion.

Some people may think this process is daunting. Remind them that this makes the process smooth and avoids issues.



Field Trip Billing



Who gets the bill?



Salaries for drivers



Per diem for drivers



Mileage for field trip

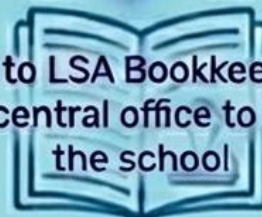


Billed by payroll and then sent to LSA bookkeeper to bill the school

School that is hosting the trip



Sent to LSA Bookkeeper at the central office to bill to the school



Driver salaries

Transportation
bills salaries &
sends to
Payroll

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graph LR; A[Transportation bills salaries & sends to Payroll] --> B[Payroll processes & sends report to LSA Bookkeeper]; B --> C[LSA Bookkeeper adds to accounting invoice]; C --> D[Invoice sent to schools for payment];
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Payroll
processes &
sends report
to LSA
Bookkeeper

LSA
Bookkeeper
adds to
accounting
invoice

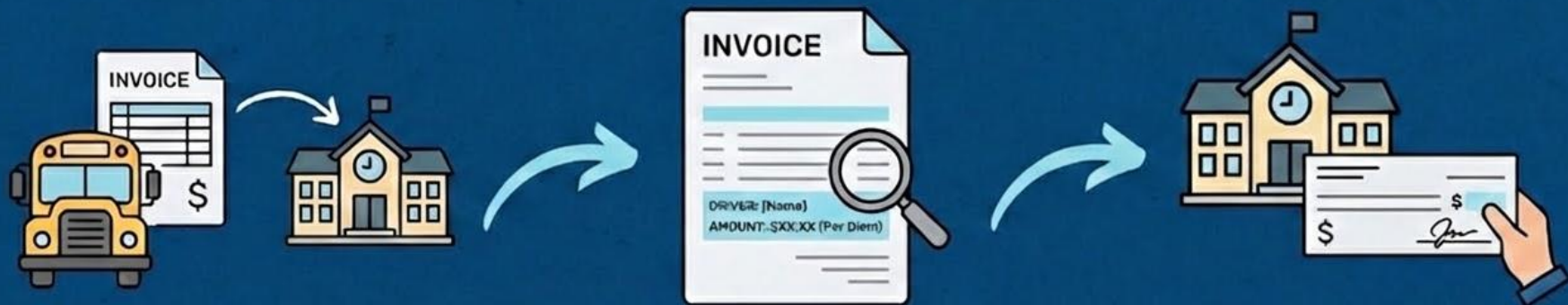
Invoice sent
to schools for
payment

Madison City Board of Education

01/01/2026 Thru 01/31/2026

	<u>GROSS AMT</u>	<u>EMPLOYER RETIREMENT</u>	<u>EMPLOYEE SOC SEC</u>	<u>EMPLOYEE MEDICARE</u>	<u>EMPLOYER UNEMP COMP</u>	<u>TOTAL</u>
JAMES CLEMENS HIGH SCHOOL 0095						-
SPECIAL REVENUE FUND 12						
LOCAL DEFAULT SOURCE 6001						
BUS DRIVER 161						
12-5-4150-161-0095-8001-0-8410-0000						
 BARTOSH, NOEL S	131.25	17.86	8.14	1.90	0.01	159.16
FRANSEN, JAMES L	180.00	24.50	11.16	2.61	0.02	218.29
HILTON, MARILYN JEAN	97.50	13.27	6.05	1.41	0.01	118.24
HOLLAND, CARLA	82.50	12.02	5.11	1.20	0.01	100.84
MCCRAY, SAMUEL D	243.75	33.17	15.11	3.53	0.02	295.58
POLLACK, DAWN M	60.00	8.17	3.72	0.87	0.01	72.77
ROBINSON, LAWANDA D	60.00	8.17	3.72	0.87	0.01	72.77
WILSON, TERESA M	97.50	14.21	6.05	1.41	0.01	119.18
Account Total:	952.50	131.37	59.06	13.80	0.10	1,156.83
Object 161 Total:	952.50	131.37	59.06	13.80	0.10	1,156.83

Per Diem



After the trip is completed the transportation department invoices the school directly with any per diems that are due.

The invoice sent to the schools will show the drivers name and how much is due to that driver. Drivers can have more than 1 per diem due to them in a billing cycle based on the amount of trips they make.

The school cuts a check, made out to the driver, for their per diem.

Transportation Dept Per Diem Invoice

Driver Per Diem Rate: 6-8 Hrs \$25.00, 8+ Hrs \$50.00

JAMES CLEMENS HIGH SCHOOL

Month: January 2026

Date	Trip #	Empl #	Fund #	Hours	Per Diem	Per Diem Totals
MARIE CORDERO		15542				
3313 WILKS PL SW						
HUNTSVILLE AL 35805						
1/3/2026	2530		3018	8.50	\$50.00	
1/31/2026	2605		3018	10.00	\$50.00	

Employee Signature _____

\$100.00

JAMES FRANSEN		18983				
202 HIGH GREEN DR						
MADISON AL 35757						
1/3/2026	2531		3018	8.50	\$50.00	

Employee Signature _____

\$50.00

SAMUEL MCCRAY		10222				
102 SPRING MEADOW DR						
HUNTSVILLE AL 35824						
1/6/2026	2539		3018	6.25	\$25.00	
1/14/2026	2580		3018	7.50	\$25.00	
1/23/2026	2588		3018	8.25	\$50.00	

Employee Signature _____

\$100.00

Mileage



Mileage is billed directly from the transportation department and turned into the LSA bookkeeper at the CO to add to the schools monthly accounting invoice.



CENTRAL OFFICE (CO) LSA BOOKKEEPER



While the transportation turns it into the central office, because mileage has a different GL code, it is not billed together with the bus driver salaries

Madison City Schools

Transportation Department
217 Westchester Rd.
Madison, AL 35758

Transportation Invoice

Driver Pay Rate: \$15.00

Driver Billable Rate: \$20.00

Driver Mileage Rate: \$1.60

Date	Destination	Empl #	Fund	Hrs	Total Driver Pay	Total Billable Hrs	Mileage Amt	Total per Field Trip
2493	MCCRAY, SAMUEL	10222		0.00	\$0.00			
2492	ADMIN FEE,			1.00	\$50.00			
12/18/2025	BIRMINGHAM CROSSPLEX		3018			\$160.00	\$347.20	\$507.20
	2501 MCCRAY, SAMUEL	10222		8.00	\$120.00			
12/19/2025	GRISSOM HIGH SCHOOL		6018			\$0.00	\$75.20	\$75.20
	2516 MCCRAY, SAMUEL	10222		0.00	\$0.00			
12/19/2025	GRISSOM HIGH SCHOOL		8019			\$0.00	\$91.20	\$91.20
	2502 HUNT, TRAVIS	10651		0.00	\$0.00			

Prepared by: Traci Reinhardt

Driver Total: \$1,252.50

Total Cost of Field Trips: \$4,497.20

Mileage Total: \$2,827.20

Amount Due: \$2,827.20

Driver(s) Billable Total: \$1,670.00

Approved by: 

Local School Invoice



Completed by LSA
Bookkeeper.
Processed after
payroll runs.



Includes:
Salaries & Mileage

Excludes:
Per Diem.



Itemized reports
provided for
funding source
tracking.

DATE: 1/28/2026
TO: JAMES CLEMENS HIGH SCHOOL
RE: Accounting Invoice
For January 2026



<input type="checkbox"/>	DAYCARE/SALARIES	
<input checked="" type="checkbox"/>	Bus Drivers Pay	\$1,156.83
<input type="checkbox"/>	Prof. Leave	\$2,982.20
<input type="checkbox"/>	Billable Comp.	\$1,668.25
<input type="checkbox"/>	Ex-Pay	\$39,877.52
Code from OBJECT 923 ONLY		\$45,684.80

<input type="checkbox"/>	COPIER	\$1,551.90
<input type="checkbox"/>	FAX	
<input type="checkbox"/>		
Code from OBJECT 345 ONLY		\$1,551.90

<input checked="" type="checkbox"/>	Bus Driver Mileage	\$2,827.20
Code from OBJECT 391 ONLY		\$2,827.20

<input type="checkbox"/>	Theatre Dept. Macbook	\$0.00
	Baseball/Softball Loan	\$0.00

TOTAL AMOUNT DUE: \$50,063.90

School Invoice & Payroll Reconciliation



School Invoice (James Clemens HS)

DATE: 1/25/2025
 TO: JAMES CLEMENS HIGH SCHOOL
 RE: Accounting Single
 FID 020493, 005

AMOUNT DUE
 Bus Drivers Pay \$1,156.83



Bus Drivers Pay: \$1,156.83

Code 923 Total: \$45,684.80

Quote from SUBJECT 342 ONLY \$1,882.90

Bus Drivers Pay \$1,156.83

Code from SUBJECT 381 ONLY \$1,417.35

Theater Sign Services \$9.50
 Baseball Softball Loan \$6.80

TOTAL AMOUNT DUE: \$50,063.90

TOTAL AMOUNT DUE: \$50,063.90

Verified Match!



Payroll Report - Driver Pay

DATE:	1/25/2025	TOTAL	-
TO:	JAMES CLEMENS HIGH SCHOOL		
RE:	Accounting Single		
	FID 020493, 005		
<input type="checkbox"/> OAYCXR69	159.16		
<input type="checkbox"/> Bus Drive	218.29		159.16
<input type="checkbox"/> Prof. Leav	118.24		218.29
<input type="checkbox"/> Prof. Leav	100.84		118.24
<input type="checkbox"/> Billable Co	295.58		100.84
<input type="checkbox"/> Ex-Pay	72.77		255.58
<input type="checkbox"/> COPIER	72.77		72.77
<input type="checkbox"/> FAX	72.77		72.77
<input type="checkbox"/> COPIER	119.18		119.18
<input type="checkbox"/> FAX	1,156.83		1,156.83
Code free	72.77		1,156.83
<input type="checkbox"/> Theatre D	119.18		\$0.00
<input type="checkbox"/> Baseball S	1,156.83		\$0.00
TOTAL A	1,156.83		1,156.83

TOTAL: 1,156.83



Madison City Schools

Transportation Department
217 Westchester Rd.
Madison, AL 35758

Transportation Invoice

Driver Pay Rate: \$15.00

Driver Billable Rate: \$20.00

Driver Mileage Rate: \$1.60

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Total Cost of Field Trips: \$4,497.20

Amount Due: \$2,827.20

Approved by: _____

Any Questions?



Lindsay Jones



Madison City Schools



ljones@madisoncity.k12.al.us