

Good Morning

Message for Today

READ IMPORTANT INFORMATION BELOW

NON-UIL trips must be from 9am to 2pm during school days. Regular school route times are 5:30 am to 8:45 am and 2:15 pm to 5:00 pm. If you have any questions, please contact our department.
 Esther Ramirez Field Trip Supervisor Hodges Bend (a8) 634-1980 email: esther.ramirez@fortbendisd.com
 Esther Ramirez Field Trip Supervisor Lake Olympia (a8) 634-1980 email: esther.ramirez@fortbendisd.com

**FORT BEND ISD
 TRANSPORTATION RATES FOR 2014-2015
 (Effective 7/01/14)**

FIELD TRIPS:

DRIVER RATES:

Non-UIL Between 9:00 AM – 2:00 PM	\$20/driver per hour
Non-UIL Pick up @ campus before 9:00 AM	\$30/driver per hour for entire trip
Non-UIL Drop off @ campus after 2:00 PM	\$30/driver per hour for entire trip
Non-UIL (Overnight)	\$30/driver per hour for entire trip (less 8 sleeping hours if applicable)
UIL Trips (Overnight)	\$20/driver per hour for entire trip (less 8 sleeping hours if applicable)
UIL Trips	\$20/driver per hour for entire trip

MILEAGE RATES:

SUV (Tahoes/Car/Expeditions)	\$.70 per mile
All buses (Regular, Activity, Special Ed)	\$2.30 per mile

Trips from 9am to 2 pm - mileage starts and end from campus to campus
 All other departure times, mileage starts from Transportation center and ends at Transportation center (round trip)

D/O or P/U Only (week Day) 2 hrs. @\$20.00 or actual time if more
 D/O or P/U Only (Week End) 4 hrs. @20.00 or actual time if more

(Emergency Trip) @ \$30.00 per hour and \$2.30 per mile. (less than 24 hour notice)
 (Elementary Campuses) NO Friday Trips during Football Season and UIL Events.

CLEANING FEE: \$25 per bus for excessive trash
 NO SHOW FEE: \$25 per bus

CANCELLATION WITH LESS THAN 48 HOUR NOTICE: \$15 per bus

TUTORIALS:

STANDARD RATE (Includes Driver & Mileage):

Elementary Schools	\$40/per bus per run
Middle Schools	\$60/per bus per run
High Schools	\$70/per bus per run

****Extracurricular trips during route times are approved on a case by case basis dependent upon the number of UIL events and availability of drivers for UIL events as well as regular routes.***

The district will impose a black out period for field trip buses on the following dates due to the necessity of transporting students to the following events:

Mar. 5, 2015	TMEAO	Full Orch UIL Concert and Sightreading	Austin HS
Mar. 20-21, 2015	TMEAO	HS Orchestra Pre-UIL Contest	Clements HS, FBISD
Mar. 23-24, 2015	TMEAV	Choir Pre-UIL Contest	First United Methodist Church, Sugar Land
Mar. 26-27, 2015	TMEAB	FBISD HS SUB-NV and NV Pre-UIL C&SR	Travis HS
Mar. 27-28, 2015	TMEAO	MS Orchestra Pre-UIL Contest	Ridge Point HS, FBISD
Mar. 27-28, 2015	TMEAB	FBISD MS Pre-UIL Band	Austin HS, FBISD
Apr. 8-10, 2015	TMEAV	MS/HS Choir UIL Concert & SR	WCJC
Apr. 10-11, 2015	TMEAB	FBISD HS Varsity Pre-UIL Band	Travis HS, FBISD
Apr. 10-11, 2015	TMEAO	HS String Orchestra UIL Concert & SR	Clements HS, FBISD
Apr. 15-16, 2015	TMEAB	UIL C&SR SA/6A non varsity HS	Foster HS, LCISD
Apr. 17-18, 2015	TMEAO	MS String Orchestra UIL Concert & SR	Ridge Point HS, FBISD
Apr. 17-18, 2015	TMEAB	FBISD MS UIL Concert & SR	Austin HS, FBISD
Apr. 23-24, 2015	TMEAB	SA/6A Varsity UIL Concert & SR	Travis HS, FBISD
May 8, 2015	FBISDV	6th Grade Choir Festival	Ridge Point HS
May 8, 2015	FBISDB/O	Post-UIL Contests	UH, Cy-Falls HS, and Dickinson JHS
May 15, 2016	FBISDB/O	Post-UIL Contests	UH, Cy-Falls HS, and Dickinson JHS



TRANSPORTATION FIELD TRIP CODING FORM

Requested by: _____ Campus: _____

Trip ID: _____ Date of Trip: _____ Trip Amt. _____

Budget Code Correction

	Fund	Func	Obj	Sub Obj	Org	Year	Prog	Bud Mgr	Budget Mgr's Signature Required
Current Budget Code:	_____	_____	_____	_____	_____	_____	_____	_____	_____
Corrected Budget Code:	_____	_____	_____	_____	_____	_____	_____	_____	_____

Split Budget Code

Fund	Func	Obj	Sub Obj	Org	Year	Prog	Bud Mgr	Enter % or \$ amount to split. Percentage must equal 100%	Budget Mgr's Signature Required	
								%	\$	
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____	_____	_____	_____	_____	_____

Bill to Outside Vendor

Trip Destination: _____

Vendor Name: _____

Contact Phone Number: _____

Contact Name: _____ Contact E-mail: _____

Billing Address

Street Address: _____ Suite Number: _____

PO Box No. _____

City: _____ State: _____ Zip Code: _____

TRANSPORTATION CODING PROCEDURES:

The following procedures are for correcting the coding on field trips to help make your life easier. The Transportation Field Trip Coding Form is on the Pipeline.

Please remember that we will only go back **3 months** for any corrections.

PROBLEMS WITH CODES AND ACTIVITIES:

- If you do not see your activity title listed in InfoFinder, please email Suzanne.Owen@fortbendisd.com to add the activity. Be sure to include details of the trip and the budget code you want to use.
- If the budget code is not correct when you pull up the activity, please email Suzanne.Owen@fortbendisd.com with the correct code for that activity.
- If the budget code is not correct for a trip that has been already been entered into InfoFinder, please complete the Transportation Field Trip Coding Form (**MUST HAVE BUDGET MANAGER'S SIGNATURE**) and email Business&Finance@fortbendisd.com with the correct code.
- Once the trip has been approved, Esther cannot change the code. Please complete the Transportation Field Trip Coding Form (**MUST HAVE BUDGET MANAGER'S SIGNATURE**) and email Business&Finance@fortbendisd.com with the correct code.

SPLIT CODING BETWEEN CAMPUSES OR DEPARTMENTS:

- Main campus will request the bus service in InfoFinder using their campus code.
- Main campus will fill out middle portion of the Transportation Field Trip Coding Form.
- Be sure that budget manager(s) of ALL campus(es) sign the form
- Email the completed form to Business&Finance@fortbendisd.com **BEFORE THE TRIP DATE!**
- Business office will allocate the trip code between the campuses before posting the trip information received from the transportation dept.

BILL FIELD TRIP TO OUTSIDE COMPANY:

- If you want to bill an outside company, please email Suzanne.Owen@fortbendisd.com the following information to enter the company's name to the dropdown menu:
 - Company Name
 - Company Mailing Address
 - Contact Person & Phone Number
- Include all the above details in the "Comments" sections of the field trip request on InfoFinder.
- Business office will send an invoice to the vendor at the beginning of the next month.

REPORT DIFFERENCES:

- Since we use an upload process, you will see detailed information for each individual trip on your budget transaction detail report.
- Each line will contain the trip ID #, the date of the trip, and the trip activity.
- If you need further information, please log into InfoFinder to obtain the trip details.

If you have any questions regarding the **field trip** itself, please email Esther.Ramirez@fortbendisd.com.

If you have questions about the **billing** part of the field trip, please email Suzanne.Owen@fortbendisd.com.