

Lee's Summit R-VII School District



2019-20 **TRAVEL PROCEDURES** **AND** **GUIDELINES** **IN-DISTRICT** **AND** **OUT-OF-METRO**

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I. Trip Approval Process – Professional Meeting Request

A “Professional Meeting Request” (PMR) form will be submitted by the employee for approval to attend a conference or workshop. A Professional Meeting Request (PMR) is required for every conference, meeting, and professional in service/training when **ANY** of the following criteria apply:

- **A**-Out-of-District with **No cost** involved
- **B**-Out-of-District **WITH** cost involved
- **C** 1% PDC funds are being utilized to fully or partially pay for the expense (in or out of District)

After the form has been approved and coded by the Budget Manager and Supervisor, it should be submitted to Business Services. This form must be completed for any conference held outside of the Kansas City area or for conferences held within the KC area if registration fees or other expenses will be incurred, which will be funded by grant, activity or district funds. If multiple account codes will be used to fund the trip, then all appropriate account codes must be referenced on the form.

- Travel will be restricted to “program essential” needs and must be consistent with the school/department goals. Some examples of program essential needs may include:
 - CSIP Objectives
 - Recruitment
 - DESE required training/meetings
 - Required by grants
 - School Improvement Plan
 - MSHSAA required training/meetings
 - Involvement of students
 - Receiving an award
- Staff members who personally pay their own way may be allowed to attend conferences. Professional leave may be used contingent on approval from their supervisor and availability of funding for substitutes.
- Travel arrangements should be scheduled in a fiscally responsible manner:
 - Carpool to and from the airport/meeting
 - Minimize the number of nights and rooms required for overnight stay
 - Compare hotel prices prior to making reservations
 - Compare the total cost of the trip
 - Send minimum number of staff necessary to meet program essential needs
- Staff travel will be restricted to the contiguous 48 states. Any travel outside of the country must be approved by the Superintendent of Schools.
- Staff will be expected to share the information/knowledge gained through professional development/training with other staff members, where appropriate.
- Approved Professional Meeting Requests should be submitted to Business Services as soon as possible in an effort to minimize trip expenses.
- It is important that all anticipated expenses be estimated as accurately as possible on the meeting request form. Budget Managers will determine whether a particular trip will be fully or partially reimbursed.

II. Planning Your Trip

REGISTRATION – Registration forms should be completed by the requestor and attached to the PMR. Registration will be made and paid for upon receipt of the PMR by the Business Services travel specialist.

AIR TRAVEL - The Business Services Department is responsible for making all airline reservations. Contact Business Services as soon as possible prior to traveling to obtain the lowest possible air fares. Reservations should be confirmed at least 6 weeks prior to the trip in order to take advantage of the most economical fares. Air travel should not be purchased by individuals using a District P-Card or personal funds. Air travel reservations WILL NOT be secured without an **approved** Professional Meeting Request form and a Request for Airline Reservations.

FOR INTERNATIONAL TRAVEL ONLY

- International travel must have prior approval by the Superintendent of Schools.
- Valid passports, passport number and expiration date will be needed to book the flight.
- If you have a district cell phone, you may need to contact the Technology Department to change your phone plan to minimize cost where you are traveling.
- Learn what medical services your health insurance provider covers. Blue Cross/ Blue Shield does cover international travel.
- Credit card/bank should be notified prior to leaving making them aware of the international travel. Check and understand exchange rates.
- Be aware of the entrance/exit requirements to where you are traveling.

LODGING – Lodging requests should be completed on the pmr and will be made and paid for by the Business Services travel specialist. Confirmations can be made by the traveler, so attach all paperwork so the travel specialist can pay for the reserved rooms. Comfortable, convenient, but economical accommodations should be sought. When rooms at the hotel hosting the conference are unavailable or are cost prohibitive, other nearby lodgings should be utilized.

- Based on budgetary considerations and room availability, the Budget Manager or Supervisor may require employees to share rooms. If a hotel room is being shared with another District employee, include that person's name on the receipt and on your expense report. Also include the amount of the reimbursement due to you and the other person if the charges were split at check-out.
- If a hotel room is shared with someone other than a District employee, only the room rate for single occupancy will be reimbursed. If the hotel rate is the same for single and double rooms, attach a copy of the conference registration materials stating room charges. Based on budgetary considerations and room availability, the Budget Manager or Supervisor may restrict hotel room occupancy to employees only.

MEALS - Advance meal allowance will be given to the traveler via EFT one week prior to traveling. The district will advance funds for meals in accordance to travel times and what is not covered by the conference. This amount should be documented on the PMR. The standard rate which is governed by the IRS will be used to calculate the allowance and is as follows:

BREAKFAST \$13.00 LUNCH \$14.00 DINNER \$23.00 TOTAL \$50.00

MEALS WILL NOT REIMBURSED UNLESS AN OVERNIGHT STAY IS REQUIRED IN ACCORDANCE WITH IRS FRINGE BENEFIT GUIDE. OTHERWISE REIMBURSEMENT WILL BE TAXABLE.

Fringe Benefit Guide (IRS.gov)

Meals While Traveling - As discussed in section 9, employers often reimburse employees for meals while traveling away from home overnight. These meals generally fall under the rules for travel expenses, discussed earlier. The taxability of these reimbursements or allowances depends on whether the meals are connected to the business travel and whether the expenses are substantiated. Reimbursements or allowances must meet the accountable plan rules in order to be excludable. In order for travel meal reimbursements to be excludable from wages, employees must be traveling away from their tax home on their employer's business. As with other travel-related expenses, the general area of work, not the employees' residence, determines the tax home.

As explained in Section 9, traveling "away from home" means:

- ☐ The employee must be traveling away from the general area of the tax home substantially longer than an ordinary day's work, and
- ☐ The employee needs to obtain substantial sleep or rest to meet the demands of the work while away from home. IRC §162(a)(2); RR 75-170; RR 75-432

Meals Away From Tax Home But Not Overnight -Generally, these meals are taxable as wages to the employee because travel must be away from home overnight to be excludable.

Example: An employee is required to travel out of town to work for the day. The employer agrees to pay for the employee's meals while away. The employee leaves home at 7:00 a.m. and returns home at 9:00 p.m. Before the employee returns in the evening, the employee takes a nap in his car for an hour.

Although the employee is away from his tax home for substantially longer than a normal work day and even stops for rest, the rest is not considered to be substantial. The employee is not considered to be away from home overnight. Any meal money that the employee receives is taxable as wages. For more information, refer to section 9.

CAR RENTAL – If approval has been granted for a vehicle, reservations CAN be secured by the Business Services travel specialist. All cars will be rented through Enterprise or National as the District has a corporate agreement with these companies.

Gasoline purchased for use of rental can be charged or is also reimbursable. The vendor's policies regarding the return of the vehicle with a full tank of gas should be followed. Obtain receipts for all gas purchases.

A “Commercial Bus Chartering & Rental Request” must be completed 10 days in advance of the date of trip if renting a vehicle and transporting students.

DRIVING - If you opt to drive your personal vehicle to an out-of-metro-area conference where you would normally fly, the traveler will be reimbursed for the actual mileage driven or the cost of airfare, whichever is less. If you plan to drive rather than fly, you must note that on the meeting request form. To obtain airfare costs contact Business Services.

PARKING - “Garage” parking at KCI is not authorized. Only fees for “Economy”, “Satellite” or “Circle” parking at KCI will be reimbursed. Other parking vendors with comparable rates may also be used.

EXPENSES – **Itemized receipts are required for all travel expenses except for mileage and tips. Credit card vouchers are not itemized receipts and do not qualify for reimbursement.** Expense reports should be submitted to Business Services as soon as possible after the trip is complete. Expenses submitted more than **30 days** after the end date of the trip may not be reimbursed. Expenses submitted after the end of the fiscal year for expenses in the prior fiscal year will not be reimbursed, except for June travel. Expenses for June travel should be submitted within **30 days** of the end of the trip.

TRIP CHANGES OR CANCELLATION - If an employee changes or cancels an approved trip for any personal reason, the Budget Manager and Supervisor must be notified immediately. Most airline tickets are non-refundable and non-transferable. If an employee changes or cancels a trip after the tickets have been purchased, he or she may be held personally responsible for reimbursing the District for the full cost of the tickets. The employee may also be held accountable for other pre-paid fees (conference fees, hotels, etc.).

III. Authorized Expenses & Reimbursement

Itemized receipts for all expenses must be submitted to Business Services. Receipts for reimbursable expenses should be stapled to the “Out-of-Metro Expense Report”. Expenses charged on a District credit card should be submitted in the credit card system. **Reported expenses without itemized receipts /or that do not comply with District policy will not be reimbursed.**

BAGGAGE FEES-The District will reimburse or pay for one piece of luggage to and from the destination, excluding additional charges for oversized or overweight luggage.

SALES TAX – The District is exempt from sales tax in the State of Missouri and the State of Kansas. Expenses paid using a District check or District Purchasing Card are exempt from Missouri and Kansas sales tax. You are responsible to ensure sales tax is not charged when using either a District check or Purchasing Card.

PARKING – “Garage” parking at KCI is not authorized. Only fees for “Economy”, “Satellite” or “Circle” parking will be reimbursed. Other parking vendors with comparable rates may also be used. Receipt is required.

GROUND TRANSPORTATION - Parking, taxis, buses, shuttles, ubers and tolls—receipts are required.

Student Travel Meal Guidelines

For out of town overnight traveling, students will be allowed a maximum of \$30 per day for meals. Should breakfast be provided, the total allowed will be a maximum of \$24 per day. No single meal shall exceed \$18.00

Business Meal Expenses Not Associated With travel will be taxable if reimbursed

Meals within the District and the Kansas City Metropolitan Area for employees and/or non-employees are not reimbursable unless the following conditions apply:

- The meeting could not have reasonably been scheduled at any other time,
- There is the expectation of deriving some current or future benefit for the District,
- The employee is representing the District in an official/professional capacity,

- The employee is actively engaged in a business meeting, a professional organization activity or activity necessary to the performance of the employee's job duties,
- There is a clear business purpose.

Receipts for meals not associated with travel must include:

- The business purpose of the expenditure
- The name(s) and the business relationships of individuals for whom the expenditures were made.

REIMBURSEMENT - Reimbursement of mileage and/or travel expenses will be processed and deposited into the same bank account used for payroll. Email notification for pending deposits is provided.

IV. Summary of Unauthorized Expenses

1. Alcoholic beverages. The cost plus the tax and tip for any alcoholic beverages consumed as part of a meal must be deducted from the restaurant receipt prior to submitting for reimbursement.
2. Movie tickets, theater tickets, in-room movies, tours and other entertainment.
3. Expenses for spouse, children or other traveling companions.
4. Gifts.
5. Personal items including candy, snacks, tobacco and toiletries.
6. Unauthorized car rentals.
7. Commuting mileage from home to workplace.
8. Gasoline for personal vehicle.
9. Expenses submitted without itemized receipts.
10. Tipping exceeding the limits stated within these guidelines.
11. Kansas and Missouri sales tax.

V. In-Town Mileage Reporting

Personal vehicle usage – reimbursed at the District's normal per mile rate. The current rate is \$.58/mile, which was effective 1/1/2019. Mileage is calculated via the In-Town Mileage System.

The following criteria should be followed when calculating in-town mileage:

Employees beginning their work day at a location other than their primary work location may be reimbursed based on mileage calculated from the work or home location to the location where the work day begins, whichever is the **lesser** mileage.

Employees ending their work day at a location other than their primary work location, may be reimbursed based on mileage calculated from the location where the work day ends to the home or work location, whichever is the **lesser** mileage.

In-Town mileage is to be submitted electronically on a monthly basis. Mileage reimbursement must be expensed in the fiscal year the mileage occurs. Mileage that has occurred for the month of June will carry over into the next fiscal year. All mileage must be submitted and approved by the budget manager prior to June 15th of the current year. Failure to submit may cause forfeiture of mileage reimbursement. The link can be found: Staff>Pages>Employee>APPS>Mileage.

VI. Instructions for Completing the Out-Of-Metro-Area Travel Expense Report

1. Reimbursement for expenses paid out of pocket can be requested by submitting an Out of Metro Expense Report to your supervisor for approval and then to Business Services. **ONLY** expenses paid by the employee should be reported on the Out of Metro Expense Report. Expenses charged on a District purchasing card should not be entered on an Out of Metro Expense Report.
2. Enter name, building, dates of travel and account code to be charged. Traveler's employee identification number should be completed on the form before submitting.
3. List all expenses by day in the appropriate columns. Only enter expenses to be reimbursed. If meals are for more than the traveler, include the name(s) of the additional travelers.
4. Explanation of entries in the "MISCELLANEOUS" column should be noted in the designated section in the lower portion of the form.
5. Total all columns and rows (horizontally and vertically). Attach all itemized receipts. Reimbursement will not be made if the receipt is not itemized.
6. Calculate round trip mileage from your home or your work location, whichever is lesser mileage. Multiply the mileage total by the current reimbursement rate and add to other expenses.
7. Sign and date the form and forward to the appropriate Budget Manager/Supervisor for approval.
8. Reimbursements are paid weekly. Notification via email will be sent after reimbursement has been processed with payment details.

Date_____

Lee's Summit R-VII School District Professional Meeting Request (PMR)
MUST BE SUBMITTED WITHIN 6 WEEKS OF TRAVEL DATE.

NAME_____ LOCATION_____ BUDGET MANAGER_____

NAME OF CONFERENCE_____ LOCATION (SITE/CITY/STATE) _____

CONFERENCE DATES _____ DEPARTURE DATE/TIME _____ RETURN DATE/TIME _____

COMPLETE THE FOLLOWING AND ATTACH REQUESTED DOCUMENTATION. ALL FEES ARE PAID THROUGH BUSINESS SERVICE AND CONFIRMATION WILL BE SENT AFTER TRAVEL IS SECURED.

MILEAGE-Request reimbursement upon return

of miles _____ @ _____ COST _____

REGISTRATION-Attach registration form and agenda COST _____

LODGING-HOW MANY ROOMS? _____ # OF STUDENTS/STAFF _____ COST _____

MEALS- Refer to conference agenda travel guidelines. Meals are not

Reimbursed unless an overnight stay is required, otherwise they are taxable. COST _____

RENTAL CAR? N___ Y___ **OTHER TRANSPORTATION FEES** _____ COST _____

TYPE OF VEHICLE _____ **DATES AND TIMES OF RENTAL** _____

AIRFARE N___ Y___ **STUDENTS** N___ Y___ **#OF STUDENTS/ADULTS** _____

SUB COST = (# OF SUB DAYS) X \$136.00 (SUB COST PER DAY) COST _____

FLIGHT INFORMATION

FULL NAME AS APPEARS ON ID/DOB/CELL PHONE NUMBER (MAY ATTACHED PREFERRED FLIGHT FOR REFERENCE)-
ATTACH SHEET FOR ADDITIONAL NAMES IF NECESSARY

DESTINATION CITY AND STATE _____ **ESTIMATED COST** _____ **KTN** _____

BUDGET CODE _____ 6343 _____

****FOR INTERNATIONAL TRAVEL ONLY****

☐ **PASSPORT NUMBER AND EXPIRATION DATE** _____ By marking this box, you understand the rules and regulations when entering a foreign country. The traveler will reimburse the Lee's Summit School District for any expenses if not allowed in the Country.

TRAVELER'S SIGNATURE _____ **DATE** _____

FACULTY REP SIGNATURE _____ **DATE** _____ **PRINCIPAL/SUPERVISOR SIGNATURE** _____ **DATE** _____ **SLC APPROVAL** _____ **DATE** _____

LEES SUMMIT SCHOOL DISTRICT OUT OF METRO TRAVEL EXPENSE REPORT

NAME: _____ EMP ID: _____ BUILDING: _____
 MEETING NAME/LOCATION: _____ DATES: _____
 ACCOUNT CODE: _____

| DATE | MEAL* | HOTEL | PLANE | PARKING/TRANSPORATION | CAR RENTAL | MISC* | TOTAL |
|--------|-------|-------|-------|-----------------------|---------------|-------|-------|
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| TOTALS | | | | | | | |

****MEALS ARE ONLY REIMBURSED IF AN OVERNIGHT STAY IS REQUIRED,
OTHERWISE THEY WILL BE CONSIDERED TAXABLE INCOME.**

| |
|--|
| TOTAL MILES _____ AT _____ PER MILE=\$ _____ |
|--|

***EXPLANATION OF MISC EXPENSES**

| | | | |
|--|--|--|--|
| | | | |
| | | | |
| | | | |
| | | | |

TRAVELER'S SIGNATURE _____ DATE _____

APPROVAL SIGNATURE _____ DATE _____

Out-of-District Mileage Chart*

| From Lee's Summit to: | Roundtrip Mileage |
|--|----------------------|
| KCI Airport | 85 |
| Hilton Plaza Hotel | 36 |
| Jackson County Courthouse (Downtown Kansas City) | 50 |
| Belton High School | 40 |
| Excelsior Springs High School | 90 |
| Fort Osage High School | 45 |
| William Chrisman High School | 30 |
| Center High School | 30 |
| Hickman Hills High School | 25 |
| O'Hara High School | 20 |
| Oak Park High School | 70 |
| Park Hill High School | 80 |
| Rockhurst High School | 35 |
| Ruskin High School | 20 |
| Winnetonka High School | 50 |
| Liberty High School | 50 |
| North Kansas City High School | 55 |
| Raytown High School | 20 |
| Raytown South High School | 20 |
| Blue Springs High School | 30 |
| Columbia Hickman High School | 250 |
| Columbia Rock Bridge High School | 250 |
| University of Missouri—Columbia | 250 |
| Central Missouri State University | 80 |
| Tan-Tar-A Resort | 300 |
| Jefferson City | 260 |
| St. Louis | 520 |

*Any business use of a personal vehicle after arrival at the destination is also reimbursable and should be added to mileage shown above.

State of Missouri

LIMITED EXEMPTION FROM MISSOURI SALES AND USE TAX ON PURCHASES AND SALES (Public School)

Issued to:

Missouri Tax I.D. 12585521

REORGANIZED SCHOOL DISTRICT NO 7 OF JACKSON CTY
301 NE TUDOR ROAD
LEE'S SUMMIT MO 64063

Effective Date: 07/11/2002

Your application for sales/use tax exempt status has been approved pursuant to Section 144.030.2(19), RSMo. This letter is issued as documentation of the exempt status of your organization. The organization above must adhere to the requirements of this exempt status.

This is a continuing exemption subject to legislative changes and review by the Director of Revenue. Outlined below are specific requirements regarding this exemption. This summary is not intended as a complete restatement of the law. You should review the law to ensure your understanding and compliance.

- This exemption is not assignable or transferable. It is an exemption from sales and use taxes only and is not an exemption from real or personal property tax.
- Purchases by your organization are not subject to sales or use tax if conducted within your organization's exempt functions and activities. When purchasing with this exemption, furnish all sellers or vendors a copy of this letter.
- Individuals making personal purchases may not use this exemption.
- A contractor may purchase and pay for construction materials exempt from sales tax when fulfilling a contract with your organization only if your organization issues a project exemption certificate and the contractor makes purchases in compliance with the provisions of Section 144.062 RSMo.
- Sales by your organization are not subject to sales or use tax if conducted within your organization's exempt charitable and educational functions and activities.
- Any alteration to this exemption letter renders it invalid.

If you have any questions regarding the use of this letter, please contact the Taxation Bureau, P.O. Box 358, Jefferson City, Missouri 65105-0358, Email salesuse@dor.mo.gov, or call 573-751-2836.

(3/5/94)

Kansas Department of Revenue

Sales and Use Tax Entity Exemption Certificate

The Kansas Department of Revenue certifies this entity is exempt from paying Kansas sales and/or compensating use tax as stated below.

Kansas Exemption Number: KSMMS4EKDC

Expiration Date: 10/01/2020

The tax-exempt entity understands and agrees that if the tangible personal property and/or service are used other than as stated, or for any purpose that is not exempt from the tax, the tax exempt entity is liable for the state and local sales or use tax. The unlawful or unauthorized use of this certificate is expressly prohibited, punishable by fine and/or imprisonment. The certificate is issued for the sole use of the exempt entity as named.

Reorganized School District No 7
301 NE Tudor Road
Lee's Summit, MO 64086



EXEMPT ENTITY INFORMATION:

Authorization and scope:

- K.S.A 79-3606(c) & (d) - Public or Private Elementary or Secondary Schools or Nonprofit Educational Institutions.
- Exemption applies to all direct purchase, rental or lease of tangible personal property and services, except purchases of goods for human habitation and indirect purchases by a contractor for a real property project.

Limitations:

- Only direct purchases are exempt through the use of this certificate.
- This entity qualifies for exemption on indirect purchases by a contractor through the issuance of a Project Exemption Certificate (PEC). PECs should be obtained from the department prior to the start of the project. Apply on-line at KDOR's web site: www.ksrevenue.org
- This exemption does not apply to the purchase of any construction machinery, equipment or tools used in the constructing, maintaining, repairing, enlarging, furnishing or remodeling facilities for the exempt entity.
- Subject to sales tax are purchases of capital goods used for human habitation (i.e. residential housing and dormitories) to include materials for construction, remodeling or repair and furnishings such as beds, curtains, desks and furniture. Labor services on dormitories are exempt as residential construction.

Wesley J. Metz

Exempt Entity Authorized Signature (Officer, Office Manager or Administrator)

Wesley J. Metz, Treasurer

Printed Name

44-6004933

Federal ID Number

7/01/2019

Date

RETAILER INFORMATION:

- To qualify for exemption, the certificate must have an expiration date in the future and be signed by an authorized individual.
- Payment must be made by the entity on their checking account or on a credit/debit card issued to the entity. Acceptance of cash, personal checks, or personal credit/debit cards is not allowed for a tax exempt purchase.
- The entity must have a Kansas exemption certificate. Exemption certificates issued by other states are not valid in Kansas.
- Retailers are required to maintain a copy of the purchaser's certificate in their records for at least 3 years from the date of purchase. Retailers must maintain a current certificate on file.
- Selling tax exempt goods or services that are not exempt by statute may result in the assessment of tax.
- A completed certificate may be used as a blanket exemption for future purchases when of the same type and for the same exempt purpose.

Seller's name and address

Description of goods and/or services purchased

For additional information on Kansas sales and use taxes see Publication KS-1510, *Kansas Sales Tax and Compensating Use Tax* and Publication KS-1520, *Kansas Exemption Certificates*, located at: www.ksrevenue.org Questions would be directed to Taxpayer Assistance at 785-368-8222.

PR-78ED (0815)



Lee's Summit School District 2018-19 Commercial Bus Chartering Procedures

9-25-18
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The utilization of common carriers (charter buses) to transport students to Field Trips and/or other locations off district property is governed by Board Policy EEA-AP "Student Transportation Services".

To assist school staff in arranging for safe, efficient and reliable transportation that meets the requirements of Federal and State laws and the Board of Education Policy, the districts Purchasing and Transportation Department worked together in conducting an RFP of local carriers.

The companies to the right meet the requirements and **MUST** to be used when chartering buses:

| Authorized Charter Bus Companies | | |
|--|---------------------------|--|
| Heartland Coach DBA Trailways 2209 Empire Lane St. Joseph, MO 64503 (816) 279-7800 | Motor Heartland | Kincaid Coach Lines 9207 Woodend Road Edwardsville, KS 66111 (913) 441-6200 |

Procedures:

1. Complete the "Trip Information" below.
2. Approval Process:
 - **Athletics Trips**
 1. Building Admin approval required
 2. Forward request to the District Athletic & Activities Office for review and approval. If approved, they will forward a signed copy to Transportation.
 - **Non Athletic Trips**
 1. Building Admin approval required
 2. Forward completed form to the Transportation Department.
3. After your trip:
 - Attach copy of the invoice.
 - Complete Odometer Readings for each bus, see bottom of form.
 - Send to Transportation Department.
4. See page 2 for Trip Cost Reimbursement eligibility.

For more information or questions call 816-986-2400/2406.

Trip Information Approval Request

Carrier (circle one): Heartland Kincaid

Group Sponsor(s): _____ Phone #: _____

Group: _____ School: _____ # of Riders _____

Purpose: _____ Destination: _____

Departure from School Date & Time: _____ Return to School Date & Time: _____

Building Principal _____ Date: _____
District Athletic & Activities _____ Date: _____
Only Required for Athletics & MSHAA

Received by: _____

Complete After Trip

Trip Odometer Readings for Each Bus

| Bus | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
|-----------|-------|-------|-------|-------|-------|-------|-------|
| Starting: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |
| Ending: | _____ | _____ | _____ | _____ | _____ | _____ | _____ |

Use Reverse if more room is needed – Send this info to Transportation within 5 days of trip completion.

Trip Cost Reimbursement eligibility:

- School Sponsored Athletics may request the district to partially cover the cost of the bus charter/rental vehicle if:
 - **District transportation was not available and;**
 - **The event is a MSHAA (Missouri State High School Activities Association) requirement and;**
 - **Richard Berchard approves.**
- The district portion is based on the costs the district would have encountered had district transportation been provided or actual cost, whichever is less.
- All other groups will be responsible for entire cost of trip.
- Call 986-2400/2406 for more information or questions.