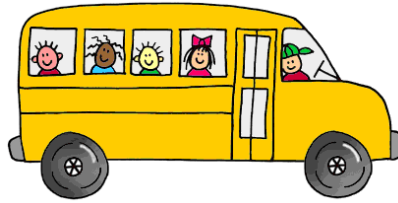


NYS Connect Kids Field Trip Refund Grant



1. **Teachers:** When you have been approved for a NYS Connect Kids Field Trip Grant please follow your school field trip procedures for setting up the field trip.
2. **Teachers:** Work with your secretary to secure a quote from the bus company for transportation costs. Secretaries please contact the transportation department to assist.
3. **Teachers:** Request from the field trip destination a quote for all costs associated with the trip, such as admissions fees, and provide to quote to your secretary.
4. **Secretary:** Use the bus and destination quotes to enter requisitions to pay these expenses from your school field trip budget.
You will enter the requisition for transportation using the code **A5540.400.-- and for any destination fees you will use the code **A2110.405.--**, specific to your building.**
If no funds are available at the time please do a budget transfer to cover the costs.
5. **Teachers:** On the date of field trip bring the approved Connect Kids Application to obtain signature from the staff at the field trip destination. Scan this signed application to Nicole Livingston in the Business Office after the trip.
6. **Secretary:** When the invoices are received and matched to the Blue PO copy send them to A/P in the Business Office to be paid.
Please either scan a copy of these invoices to Nicole Livingston to process for reimbursement or indicate on the originals you submit to A/P that Nicole Livingston is to be given a copy of the invoice for reimbursement purposes.
7. When the reimbursement is received the district treasurer will put the funds back into your account.