IBERIA PARISH SCHOOL BOARD

Revised 7/1/04

Bus Driver **Field Trip** Report

Complete this form for each bus driver hired by you for trips. The individual driver reports and a check for the total amount to be paid all drivers is due by the end of the month to the Payroll Department. Those submitted will be paid on the 15th of the next month.

School/Department & Program _____ Month _____

Bus Owner: _____ Bus Number: _____ Phone #_____ Social Security Number: _____
Address: _____

Substitute's Name if applicable: _____ Social Security Number: _____
Address: _____

Date	From	To	Back To	# Students	# Chaperones	Amount
					TOTAL	

Bus Driver's Signature: _____ Date: _____

Approved for payment by Site/Department Authority: Sign_____ Date _____

FOR PAYROLL DEPARTMENT USE ONLY	OTHER DEPARTMENT USE
	Approved By: _____ Date:_____
	Program: _____ Account # _____

.IBERIA PARISH SCHOOL BOARD
MONTHLY REPORT OF OFFICIAL TRAVEL

MONTH_____

Date	Place	Person Seen	Nature of Business	Odometer Reading	Odometer Reading	Miles

Print name & address of Travel Participant

_____

_____

_____

_____
APPROVED BY SUPERVISOR

_____
(SIGNATURE)