

Transportation/Field Trip

as of 012/8/2024

1. Request for FT Transportation form- *Sponsor completes*
2. *District* FT Approval Cognito form – *Sponsor completes* - 10 business days
 - Additional forms needed to upload
 1. Student List
 2. Student Permission form
 3. School Nutrition Services for Lunch Request form – 10 business day
 4. Uploaded the 3rd party Commitment form- *Title 1/Fine Arts will complete this form if being paid with these funds or the company covering the cost of the trip is to complete (complete the process above, does not need a PR/PO)*
3. Complete one of the below forms- *Sponsor completes*
 - a. Purchase Requisition REQUEST form and quote from vendor- using your SAF Cost Center (this includes collecting funds from students)
 - b. Request for Field Trip Funding
 - c. 3rd Party Commitment form – see above
4. Create a PR for the bus and/or registration – *Secretary completes* - 7 business days
 - a. Upload the District approval
 - b. Upload reg quote
 - c. PR Short Text - SAF, Date, location, BUS
SAF, Date, location, REG
5. Schedule Transportation on Versatrans Trip Tracker- *Secretary completes* - 10 business days
 - a. Upload the PO
 - b. District Approval for FT- Cheronda has access to the Cognito form if it has been approved
6. Once the FT is completed, DO NOT GR until you receive an invoice.

Vendor: OKCPS Transportation 302768
Admission GL: 5219981000
Transportation GL: 5520093000
Both will need funds transferred before creating the PR

Forms are located on Transportation webpage, PK-12 Schools Intranet Site, and Versa-Trans (contact Cheronda in transportation for log in, secretary ONLY)

Field Trip Approval Guidelines

From PK-12 Schools

Within a 25-mile radius

- Deadline: At least 10 days before the event.
- Approval Required: Principal's signature on the Cognito Field Trip Form.

In-state travel beyond 25 miles

- Deadline: At least 10 days before the event.
- Approval Required: Principal and Director's signatures on the Cognito Field Trip Form.
- In-state overnight travel
- Deadline: At least 15 days before the event.
- Approval Required: Principal, Director, and Senior Executive Director's signatures on the Cognito Field Trip Form.

Out-of-state travel

- Deadline: At least 30 days before the event. Travel
- Approval Required: Principal, Director, and Senior Executive Director's signatures on the Cognito Field Trip Form.

Out-of-state overnight travel

- Deadline: At least 30 days before the event.
- Approval Required: Principal, Director, Senior Executive Director, and Assistant Superintendent's signatures on the Cognito Field Trip Form.

Out-of-country travel

- Deadline: At least 60 days before the event.
- Approval Required: Principal, Director, Senior Executive Director, Assistant Superintendent, and Superintendent's signatures on the Cognito Field Trip Form.

Additionally, as per Board Regulation F-16-R6, senior field trips that exceed the 25-mile radius may not be scheduled during the regular 180-day school year.