100 North First Street
Springfield, Illinois 62777-0001

REGULAR PUPIL TRANSPORTATION
REIMBURSABLE FIELD TRIPS WORKSHEET

INSTRUCTIONS: Enter the following information for each K-12 student who is not enrolled to be transported on a reimbursable regular K-12 route to/from school and is transported for a reimbursable field trip during the regular school term.

NOTE: Include the days on the form for those students who are transported on a nonreimbursable regular K-12 route (less than 1½ miles without safety hazard approval).

Duplicate the blank form included with the instructions as needed.

Retain this form in the district for audit purposes.

STUDENT NAME (1)	GRADE (2)	FIELD TRIPS Date (3)	Date (4)	Date (5)	TOTAL DAYS TRANSPORTED (6)