

ELIGIBILITY CRITERIA FOR REIMBURSEMENT OF CURRICULUM-RELATED FIELD TRIPS (APPENDIX B)

The following criteria should be used to determine the reimbursement status (eligible/non-eligible) of each regular or vocational curriculum-related field trip. Reimbursement for field trips is independent of whether or not the district is currently transporting or claiming regular transportation students for reimbursement.

1. Detailed documentation must be retained in the district for audit purposes showing how the field trip directly relates to the educational curriculum;
2. On the day of the field trip, the field trip site is the assigned attendance center for **all** students in the class;
3. The field trip must be part of the school day. When a field trip is not part of the school day, it is considered an extracurricular trip. Extracurricular trips are non-reimbursable. One indicator to determine a field trip that is provided free of charge and directly related to the regular curriculum of a pupil for which he or she earns credit for graduation and occurs during their required five clock hours of instruction.

(i.e. Reimbursable Band, Choir, Art and P.E.)
 - Travel must be to and from the activity within the school hours
 - Attendance is required for All students in that particular class
 - Must be curriculum related
4. The location of the field trip is considered to be an alternative attendance center. Another indicator would be whether or not the field trip date is approved on the Official School Calendar. Pupil transportation services provided to take participants or spectators to or from athletic contests and/or academic contests are non-reimbursable (23 Ill Admin Code Section 120.40(a) (1)).
5. If parents, students or any organization pays for any part of the transportation costs, the field trip is considered an extracurricular trip. The mileage and expenditures for the extracurricular trip would be claimed as non-reimbursable transportation and the revenue should be reported on Line 19(cc) – (Other Revenue) on the electronic Pupil Transportation Claim Reimbursement System;
6. If the district requires students to perform community service as part of the curriculum, the transportation of students to perform such community service within the district is reimbursable.

The above criteria pertain to regular and vocational field trips. Mileage and expenditures for reimbursable curriculum-related field trips should be reported in the appropriate fields on the electronic Pupil Transportation Claim Reimbursement System.

The Regular Pupil Transportation Reimbursable Field Trips Worksheet is located on ISBE website and the local education agency's homepage in the Pupil Transportation Claim Reimbursement System (PTCRS) under the "Worksheets" heading in PDF format. The user may enter data online; however, **the data is not saved in PTCRS. Once the user has completed entering the data in the worksheet, the user must print a copy prior to clicking on the reset button.**

If the district claims reimbursable curriculum-related field trip expenditures on the electronic Pupil Transportation Reimbursement Claim, the Reimbursable Curriculum Related Field Trips Worksheet or similar district-designed database for tracking the data must be completed and retained on file for audit purposes.

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 but is transported only for a reimbursable curriculum-related field trip during the regular school term.

Note: The district may only claim students on this report:

1. who are transported on a regular route less than 1.5 miles without an approved vehicular safety hazard and or a criminal gang activity safety hazard or;
2. who are not provided transportation to and from school.

Retain this form in the district for audit purposes.

Column 1 - Student Name

Enter the name of the student transported.

Total the number of students in Column 1 and enter the headcount on **Line 4a** of the electronic Pupil Transportation Reimbursement Claim. Only students who are not enrolled on a reimbursable regular route should be reported.

Columns 2, 3, 4, 5 - Date of Field Trip(s)

Enter the date(s) the student is transported for a reimbursable curriculum-related field trip.

Column 6 - Total Days Transported

Enter the total number of days the student is transported for curriculum-related reimbursable field trips.

After all students are recorded, the total of this column is used in two places on the PTCRS Pupil Headcount Webpage:

1. Enter the total of this column on line **4(b)**;
2. Add the total of this column to the total of **Column 15** from the Resident Student Transported Worksheet, then enter the grand total on Line 5(a), Days for Pre-k–12 Pupils Residing 1.5 Miles or more from School plus